1. **Applicant name and organization.**
2. **Mailing address** including city, state, and zip code.
3. **Application contact including position, phone number and email address.**
4. **Grant manager** including phone number and email address.
5. **Confirmation of which schools and/or geographical region that will be served by the technical assistance program** and evidence of an agreement with the noted districts who will be served by the technical assistance program, likely in the form of a letter of support.
6. **Budget Worksheet –** this will be filled out in CCIP.
7. **Grant Assurances –** be sure to sign Federal Grant Assurances in CCIP and Statement of Grant Specific Assurances (Appendix A).
8. **Provide an Executive Summary** outlining your high-level project plan.
9. **Provide a detailed description of the technical assistance program to support the identified schools,** including the intended areas of expertise that will be the focus of the program, what career alternative competency pathways will the program support, including how they plan to provide support to districts.
10. **Provide a detailed description of the planned timeline** for establishing and operating technical assistance program.
11. **Provide a detailed description of program’s current areas of technical assistance expertise –** 
    1. Of the alternative demonstrations of competency, which demonstration has your team provided technical assistance for in the past? Please provide a specific example of at least three from the list below:
       1. College Credit Plus
       2. Military Enlistment
       3. ACT/SAT Test preparation and support
       4. Industry Recognized Credential/License program development
       5. Developing career-technical education programming
       6. Developing and supporting registered apprenticeship/pre-apprenticeship programs
       7. Supporting career-focused demonstrations:
       8. WorkKeys Assessment preparation and support
       9. Work-based Learning
       10. OhioMeansJobs Readiness Seal
12. **Description of experience with closing gaps for students at-risk of not graduating** from high school and the plan for how to specifically address that in this proposed technical assistance program.
13. **Please list specific contacts and relationships** that those who will support the technical assistance program can leverage to increase impacts of the program.
14. **Budget Narrative –** Appendix B

Appendix A:

Grant Specific Assurances

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| **Statement of Grant Specific Assurances**  ***The grantee assures, if awarded a grant, that:*** |
| Subgrantees must abide by all [requirements and assurances](http://education.ohio.gov/getattachment/Topics/Finance-and-Funding/Grants-Administration/Sections/Managing-Your-Grant/Assurances_CCIP_Funding-Application.pdf.aspx?lang=en-US) specified in the Elementary and Secondary School Emergency Relief (ESSER) Fund Certification and Agreement for Funding, under the Education Stabilization Program. Subgrantees must attest to these assurances when entering their budget into the Department’s e-grant applicant system, known as the CCIP.  The American Rescue Plan Elementary and Secondary School Emergency Relief Fund III (ESSER III) is intended to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on elementary and secondary schools.  The subgrantee will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with section 315 of Division M of the CRRSA Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. ESSER III funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.  Subgrantees will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Department and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.  Any subgrantee receiving funding under this program will have on file with the SEA a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e)  Subgrantee will ensure that it will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a). The subgrantee commits to maintaining and will produce upon request by the (i) the Department and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority, a description of how the subgrantee complied with this requirement including putting in place steps to permit students, teachers and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability and age) that might impede equal access to, or participation in, the program  The subgrantee will complete any reporting requested by the SEA to comply with all SEA reporting requirements, including those in section 15011 of the CARES Act and section 313(f) of Division M of the CRRSA Act.  Records pertaining to the ESSER III award under 2 C.F.R. § 200.334 and 34 C.F.R. § 76.730, including financial records related to use of grant funds, will be retained separately from a subgrantees ESSER funds. The subgrantee will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Department and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.  A subgrantee may use funds it receives under section 313(d) of the CRRSA Act for any activity listed in section 313(d) (applicable sections of the CRRSA Act. Any activity that is an allowable use of Elementary and Secondary Schools Emergency Relief (ESSER) funds by a subgrantee under section 18003(d) of the CARES Act is also an allowable use of ESSER III funds by a subgrantee under section 313(d) of the CRRSA Act and any allowable use of ESSER III funds by a subgrantee is also an allowable use of ESSER funds by a subgrantee under section 18003(d) of the CARES Act.    The subgrantee will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D— Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475) and use ESSER III funds for purposes that are reasonable, necessary, and allocable under the CARES Act.   * The subgrantee will submit to the department, in a form and manner prescribed by the department, any data that the department and district jointly determine is necessary to evaluate the pilot program. |
| **CERTIFICATION** |
| **II HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.**    **The applicant designated below hereby applies for the Career Promise Academy Pilot Grant for the purpose of program from the grant list and acknowledges to all Statement of Grant Specific Assurances.**    Signature of Authorized Person:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Printed Name of Authorized Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Appendix B:

Budget Narrative

*Provide an itemized list of expenditures that the project expects to incur throughout the duration of the funding period. Provide information on the services that will be provided in support of the program objectives.*

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| **Budget Category** | **Explain how the requested funds will be used to meet the objectives identified in the co-designed plan.** |
| Staff Time |  |
| Technology and Software Needs |  |
| Resource or Material Development |  |
| Professional Development |  |
| Program Development |  |
| Partnership Development |  |
| Stakeholder Engagement |  |