RIDE Career and Technical Education: Program Equipment Fund Grant

Objective: Reduce the burden of equipment expenses on the state’s centers for Career and Technical Education.

Rhode Island Department of Education
Office of College and Career Readiness

Release Date: 5/21/19
Application Due Date: 6/10/19
I. Introduction

Purpose of RIDE CTE Program Equipment Fund

As a result of the 2018 funding recommendations by the CTE Funding Working Group of the CTE Board of Trustees, RIDE is dedicating an annual amount of funding no less than $1M per year from the state’s CTE Categorical allocation, depending on the amount of funding to support the CTE Categorical, to create the Program Equipment Fund. This fund will support equipment costs for CTE programs that prepare students for careers in GWB priority sectors, and will prioritize the state’s CTE centers. This fund is guided by the overarching funding principles established by the CTE Funding Working Group, which include:

- **Provide equity.** There should be one funding formula that is used for schools and districts to bill for career and technical education.
- **Support the full cost of career and technical education.** The formula should acknowledge the unique costs related to the high cost of CTE including, but not limited to, equipment and serving as a state CTE center.
- **Braid state and federal funds that support CTE.** The formula should consider the allocation of other resources, but not double-count costs already accounted for through other funding sources.
- **Be responsive to the needs of industry.** The formula must be nimble enough to allow schools and districts to respond ever-evolving needs of Rhode Island’s employers.
- **Provide clarity to all stakeholders.** The formula must be publicly accessible and easily understandable by all audiences. Additionally, there must be a transparent process with annual deadlines for potential updates to the formula that supports fiscal planning with school committees and town councils.

Allowable expenses

Allowable expenses under the CTE Equipment Fund include only the purchase of equipment for programs that have been approved by RIDE’s CTE program approval process and are in GWB priority sectors. Applicants may also request to cover the cost of professional development that is required in order to use the requested equipment. Materials, salaries, and other expenses are not eligible for funding through this fund.

For this grant “equipment” is defined (per UCOA) as: tangible, nonexpendable property that has a useful life of more than one year and an acquisition cost of $5,000 or more, or computer equipment (defined as devices or equipment that can receive, store and transmit data) with a useful life of more than one year and an acquisition cost of $500 or more. Please contact RIDE for any questions about what is considered “equipment” for the purposes of this grant.
Eligible Entities

Funding from the Program Equipment Fund is prioritized for the Rhode Island CTE Centers. All Rhode Island Public High Schools are eligible for funding; however, due to demand to update equipment and infrastructure, we do not anticipate excess funds to be available beyond the CTE Centers in FY19.

Additionally:
- Funding may only be used for programs within the Governor’s Workforce Board identified priority sectors.
- All awardees must also be able to fully expend their allocations by 12/31/19 and provide evidence of those expenditures by January 2020.

CTE Centers:
- Chariho Career and Technical Education Center
- Cranston Career and Technical Education Center
- Coventry Career and Technical Education Center
- East Providence Career and Technical Education Center
- Newport Career and Technical Education Center
- Providence Career and Technical Academy
- Metropolitan Career and Technical Center
- Warwick Career and Technical Education Center
- W.M. Davies Career and Technical Education High School
- Woonsocket Career and Technical Education Center

GWB Priority Sectors:
- Business, Management & Finance
- Construction
- Defense
- Design
- Education
- Environmental & Life Science
- Health Care
- Hospitality & Tourism
- Information Technology
- Manufacturing
- Marine Trades

Please see ride.ri.gov/cte for the CTE Standards Summary document which identifies career fields within the priority sectors.
II. Allocations

Allocations will be made on a competitive basis. Applicants may apply for any amount up to the total amount available this year for the state (i.e., $1 million). RIDE may fully fund an application, or provide partial awards.

RIDE intends to take into account the following considerations when reviewing applications:

- Number of students served by each application
- Number of disadvantaged students served by each application
- Geographic representation of support to schools across the state
- Potential impact of equipment requested
- Sustainability of equipment requested

III. Application Requirements

1. The application must be complete. This includes:
   a. Cover Page
   b. Narrative Questions
   c. Budget Template
2. One application should be submitted by each high school that chooses to apply.

Submission Procedure

Applications must be submitted electronically by 8 am on 6/10/19 as an attachment to an email to nicole.smith@ride.ri.gov. The email subject line must read, “CTE Equipment Fund Submission – School Name”. Save the application file as a PDF with the filename “CTE Equipment Fund Submission Center Name”.

Technical Assistance

Applicants requiring additional assistance can contact nicole.smith@ride.ri.gov or paul.mcconnell@ride.ri.gov.
### III. Application

#### Part A: Cover Sheet

Please fill out the cover sheet below and submit with your application.

<table>
<thead>
<tr>
<th>School Name</th>
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</thead>
<tbody>
<tr>
<td><strong>Priority Industry Sector</strong></td>
</tr>
<tr>
<td>Priority Industry Sector</td>
</tr>
<tr>
<td>Business &amp; Finance</td>
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<tr>
<td>Construction</td>
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<tr>
<td>Defense</td>
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<tr>
<td>Design</td>
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<tr>
<td>Education</td>
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<tr>
<td>Environmental &amp; Life Science</td>
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<tr>
<td>Health Care</td>
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<tr>
<td>Hospitality &amp; Tourism</td>
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<tr>
<td>Information Technology</td>
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<tr>
<td>Manufacturing</td>
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<tr>
<td>Marine Trades</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Address</th>
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</thead>
<tbody>
<tr>
<td><strong>Project Lead</strong> (If different from Principal or Superintendent)</td>
</tr>
<tr>
<td><strong>Principal/School Leader</strong></td>
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<tr>
<td><strong>LEA</strong></td>
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<tr>
<td><strong>LEA Superintendent</strong></td>
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</tbody>
</table>
Part B: Narrative Questions

Please provide a short written response for the question listed below.

Please ensure that your answer provides a relevant response for each program for which you are requesting funds.

1. How will your requested one-time investment from the CTE Program Equipment Fund allow you to better serve students to meet the goals of one or more high skill, high growth CTE programs?
   (A) Please describe how you would use the funds. Be specific as to the rationale for each item requested.
   (B) Include your rationale for how the proposed use of funds would support your program to achieve goals that it could not otherwise meet and how you will sustain the use of your equipment after the close of the grant period.
   (C) Identify and attach evidence that demonstrates the industry relevance of this equipment. A letter of industry support for this equipment purchase is highly preferred. If such a letter is not available, please explain why not and provide alternative evidence.
   Word limit: 400 words or fewer

2. What is the length of impact for each item of equipment that you have requested?
   Please describe the expected life of the equipment that you are requesting. How long can you sustain the equipment before it needs to be replaced or updated? How do you intend to cover the cost of maintenance and depreciation of each investment?
   Word Limit: 250 words or fewer

3. If we were only able to provide a partial award for your grant, which considerations should we have in mind?
   Please indicate your top priority items within the application and any interdependencies that exist across items. For example, please note if one item that is requested cannot be used without another item.
   Word limit: 250 words or fewer
Part C: Budget Template

Please complete a budget details chart like the example below.

<table>
<thead>
<tr>
<th>Item(s) Name</th>
<th>Cost</th>
<th>Cost Justification</th>
<th>Career Field / Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Robots</td>
<td>$50,000</td>
<td>2 robots at $25,000 each</td>
<td></td>
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</tbody>
</table>