Attachment A

Superintendent’s Memo #075-23

April 21, 2023

**Career and Technical Education**

**Competitive Grant for Skilled Trades Programs**

**Application Packet  
Due  
May 15, 2023**

**Office of Career, Technical, and Adult Education  
Virginia Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218**

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Grant for Skilled Trades Programs**

### PART I:

**STATE FUNDING AUTHORITY:** $3.0 million in FY 2023 general funds appropriated in Item 487.50, Chapter 2, 2022 Special Session I.

**SCHOOL DIVISION GRANT ALLOCATIONS:** The award for the competitive grant for Skilled Trades Programs is $125,000 per school division, and applications with budget totals less than $125,000 will not be considered. Applications with budgets in excess of $125,000 will be considered, however, the remaining funds would need to be covered with other funding sources available to the school division. One hundred percent of the grant award amount will be advanced funded to the awarded school division upon issuance of the Grant Award Notice (GAN). Submission of a vendor expenditures report signed by the divisions superintendent or designee to the Virginia Department of Education (VDOE) will be required. At the conclusion of the grant award period any unexpended grant funds that were advanced funded shall be returned to the VDOE by June 30, 2024.

**APPLICATION DEADLINE:** On or before 5 p.m., May 15, 2023

**SUBMISSION INSTRUCTIONS:**

* **Complete Part II:** School Division Information
* **Complete Part III**: Abstract
* **Complete Part IV**: Proposed Budget
* **Complete Part V:** Signed Statement of Assurance

Email the completed and signed application packet in PDF format to the Virginia Department of Education, Office of Career, Technical, and Adult Education (CTE), at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov).

**GRANT AWARD NOTIFICATION:** The CTE Office will notify the grant recipients’ school division superintendent and CTE administrator of the grant award determinations by

May 26, 2023.

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### PART II: School Division Information

**School Division:** *Click here to enter text.*

**School/Technical Center Name:** *Click here to enter text.*

**Superintendent’s Region #:** *Click here to enter text.*

**Name and contact information of Division Superintendent:**

**Name:** *Click here to enter text.* **Title:** *Click here to enter text.*

**Telephone:** *Click here to enter text.* **Fax:** *Click here to enter text.*

**Email:**  *Click here to enter text.*

**Name and contact information of the Division CTE Administrator:**

**Name:**  *Click here to enter text.* **Title**: *Click here to enter text.*

**Telephone**: *Click here to enter text.* **Fax:** *Click here to enter text.*

**Email:** *Click here to enter text.*

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### PART III: Narrative

DIRECTIONS: The following Equipment, Scope, Industry Recognized Credential, and Labor Market competitive grant criteria must be addressed in the proposal narrative (and will be used by the VDOE as the primary basis for making funding award decisions). Please be concise and address the following in Part III: Narrative criteria (limit of three pages, Times New Roman, 12 point).

● Equipment, Curriculum Development, and Instructor Training: Description of the requested equipment, curriculum development, and instructor training and how the equipment, curriculum development, and instructor training will be used to affect a significant number of students at the school, school division, or region level(s).

● Scope: Description of CTE program area(s) and/or course(s) competencies that will align with the equipment, curriculum development, and instructor training; how the school division will establish, expand, or restore skilled trades programs in middle or high schools; and the local operational plan to maintain the program after the one-time state Competitive Grant for Skilled Trades Programs funds are exhausted.

● Industry Recognized Credential: Description of the industry recognized certifications or credentials offered as part of the skilled trades program and how the students will be prepared to increase their knowledge and skills that will lead to earning industry recognized certifications or credentials.

● Labor Market: Description of labor market data that supports the employment needs related to the skilled trades sectors, including the number of job openings in the region served by the local school division for which the desired grant funds will be used to make a student a competitive labor market candidate.

Grant Title: *Click here to enter text.*

Proposal Narrative: *Click here to enter text.*

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**Part IV: Proposed Budget**

* Provide detailed information for each line item describing the requested equipment, curriculum development, and instructor training. Please be thorough in the description: Did the application provide a complete itemized description of the equipment, curriculum development, and instructor training expenses?
* Grant funds may only be budgeted and spent for equipment, curriculum development, and instructor training. Budget expenditures should be organized under the following object code categories:
  + Purchased/Contractual Services (3000): Services acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities) paid directly by the school division. Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description.
  + Other Charges (5000): Expenditures that support the program, including expenses for training initially paid by instructor, and lease/rental expenses (i.e., office/mobile phone, copier/printer, uniform, gas cylinders).
  + Equipment (8000): All equipment purchases, no matter the dollar value of the purchase. Grant funds may only be used for new equipment; does not include refurbished equipment, or non-equipment items such as consumable supplies.
* On Proposed Budget form, the State Grant Funding Request column total must equal $125,000.

**Competitive Grant for Skilled Trades Programs**

**PROPOSED BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Object Codes (select form dropdown)** | **Budget Categories** | **State Grant Funds**  **Requested** | **Optional Local and/or Other Funds** |
| **3000** | ITEM:  Description: |  |  |
| **5000** | ITEM:  Description: |  |  |
| **8000** | ITEM:  Description: |  |  |
| **3000** | ITEM:  Description: |  |  |
| **3000** | ITEM:  Description: |  |  |
|  | **TOTAL** | \*Must equal $125,000 |  |

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### PART V: Signed Statement of Assurance

**STATEMENT OF ASSURANCE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NAME OF SCHOOL DIVISION) agrees to utilize the *Career and Technical Education Competitive Grant for Skilled Trades Programs* to increase the teaching of students in skilled trades that lead to industry-recognized certifications or credentials. Any awarded state funds will be used to support equipment, curriculum development, and instructor training only to increase the number of programs offering industry-recognized certifications or credentials that are in demand by regional employers and that lead to employment. I understand that any awarded grant funding to the school division is one-time funding only, and that any unexpended grant funds must be returned to VDOE at the end of the grant period.  
  
  
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Division Superintendent’s Name Division Superintendent’s Signature Date  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
CTE Administrator’s Name CTE Administrator’s Signature Date

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Grant for Skilled Trades Programs**

**Name of School Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Division Code\_\_\_\_\_\_\_\_\_\_**

Submit to:

Office of Career, Technical, and Adult Education

Virginia Department of Education

P. O. Box 2120

Richmond, VA 23218-2120

Competitive Grant for Skilled Trades Programs

Email to [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov)

by **5 p.m., May 15, 2023**  
Note: Please submit signed application in PDF format

FOR VDOE USE ONLY

☐ Reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
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