



CALL FOR PROPOSALS: FY2025 COLLABORATIVE RESERVE GRANT

STRENGTHENING CAREER AND TECHNICAL EDUCATION FOR THE 21ST CENTURY ACT (PERKINS V)

Introduction

The West Virginia Department of Education (WVDE) and West Virginia Community and Technical College System (CTCS) are issuing a call for innovative proposals for the Perkins Collaborative Reserve Grant, under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). This grant supports projects designed to strengthen Career Technical Education (CTE) by building partnerships between secondary and postsecondary institutions. Grant funding will prioritize projects that address regional and statewide workforce needs in high-skill, high-wage, and in-demand fields, with a focus on fostering pathways in critical or emerging industries.

Priority consideration will be given to proposals that present a well-defined and measurable plan to increase the state's college-going rate, or the percentage of recent high school graduates pursuing postsecondary education immediately after high school. Proposals should align with grant priorities, emphasize student success, and contribute to a stronger workforce in West Virginia. This document outlines the application requirements, eligibility, and review process for FY-2025 funding.

Purpose and Priorities

The Perkins Collaborative Reserve Grant aims to expand access to high-quality CTE programs through partnerships between secondary Local Education Agencies (LEAs) and Community and Technical Colleges across West Virginia. These collaborations will equip students with the skills and credentials necessary for success in high-demand careers, ultimately addressing workforce gaps in critical industries.

To qualify for funding, proposals must include activities that promote student achievement and career readiness while addressing at least one of the following strategic priorities:

- Increase **college-going rates** at the high school or county level.
- Boost **associate degree completion** to meet workforce demand.
- Expand **dual enrollment and pathway opportunities** to ease student transitions from high school to postsecondary education.
- Increase the attainment of **industry-recognized credentials** in high-demand fields.

These priorities reflect a commitment to equipping students with the skills and credentials necessary for success in today's competitive job market, thereby enhancing the state's overall workforce capacity.

Project Options

Option 1

Funds will be used to promote the development, implementation, promotion, and monitoring of regional career pathways aligned with state-identified high-skill, in-demand occupations or industries. The top industries in West Virginia for current focus are*:

- Health Care
- Transportation and Logistics
- Education
- Information Technology
- Business/Finance
- Construction
- Hospitality and Tourism

*The above list provided from the West Virginia Department of Commerce, made pursuant to W. Va. Code 18-2E-11, of its determination of areas of workforce need within the state. The Department of Commerce has identified these occupations as those with the greatest potential to provide West Virginians with a prosperous career.

Option 2

Joint/shared learning labs and/or instructional spaces for specified pathways that give students an opportunity to gain postsecondary credit and obtain industry approved credentialing and professional certifications.

Option 3

An integrative learning model will be created through a partnership between secondary and postsecondary institutions to provide educational experiences for students through nontraditional schedules, learner-paced curriculum, and work-based learning opportunities.

Eligibility

Grant awards are available through an annual application process. The number of grants awarded and the level at which they are funded will be determined by the number of applicants and the availability of funds.

All grant proposals must include activities that involve a partnership between secondary and post-secondary educational institutions. Applications must also address one of the priority areas.

Use of Funds

All expenditures must adhere to the cost principles outlined in 2 CFR 200 and be directly aligned with the project's objectives and activities. All costs must be necessary, reasonable, and essential to achieving the project's intended outcomes, with detailed documentation available to support each expenditure. A comprehensive financial report must be submitted upon project completion to account for the use of funds.

Application Deadline and Award Process

Application Submission and Deadline

- FY25 applications will be accepted until **December 20, 2024**.
- Proposals must be electronically submitted through [this link](#).

Award Process

Perkins Reserve Grants will be awarded through a competitive process. Applications will be reviewed by a committee comprising members from the West Virginia Department of Education and the Community and Technical College System. The committee will evaluate proposals based on grant priorities and scoring criteria outlined in the Perkins Collaborative Reserve Grant Application rubric. Awards will be granted to projects that best align with the program's objectives and demonstrate the potential for impactful outcomes. All applicants will be notified of the committee's decision, and all decisions are final.

Project Timeline and Requirements

- **Submission Deadline:** ~~December 20, 2024~~ **Extended to April 15, 2025**
- **Project Start Date:** Projects may begin upon award notification unless otherwise specified.
- **Project End Date:** Funds must be obligated by August 31, 2026.
- **Project Completion:** Projects must be completed, or demonstrate sustainability, by August 31, 2026.
- **Final Financial Report Due:** September 30, 2026

Fiscal Responsibility

The awarded community and technical college will serve as the fiscal agent, responsible for receiving the grant funds and ensuring that all expenditures comply with federal funding laws.

Application Requirements

Complete proposals must include the following elements:

1. Applicant Information

Provide contact information for each participating institution, including the name, address, phone number, and a primary contact (name and email) for all secondary and postsecondary institutions involved.

2. Project Option

Indicate the selected Perkins Collaborative Reserve Grant project option.

3. Project Description

- a. **Project Overview:** Describe the project's purpose and how it aligns with grant priorities, highlighting its potential impact on the quality and accessibility of CTE programs at both secondary and postsecondary levels. Specify how the project's activities are structured to enhance student success.
- b. **Rationale:** Offer background information or a rationale supporting the need for the project. Explain why grant funding is necessary and identify the priority addressed by this initiative.

4. Project Details

- a. **Proposed Plan:** Outline the project's primary goals, the stakeholders involved, and the estimated number of students who will benefit. Provide a timeline and describe how the project supports in-demand workforce needs.
- b. **Outcomes and Evaluation:** Describe the data and metrics that will be used to evaluate whether the project has successfully addressed the identified priority. Specify how the project will impact student achievement and list measurable outcomes. Detail the processes to assess the effectiveness of the strategies used to achieve these outcomes.

5. Budget

Present a budget that identifies and explains the major funding categories.

6. Approvals

Include a sign-off from the lead administrator (President, Superintendent, etc.) of each participating secondary and postsecondary institution.

Note: Upon grant approval, all participating institutions must sign an official Grant Award Notification prior to fund disbursement. A virtual meeting with all parties will be scheduled to discuss the financial logistics and management of the grant award.

Evaluation Rubric for Perkins Collaborative Reserve Grant Applications

Disqualifying Items

Applications that do not meet **all** the following criteria will be automatically disqualified and not reviewed:

1. **Application Submission:** Application received by the published deadline.
2. **Completion:** All sections of the application are complete.
3. **Priority Alignment:** Application addresses at least one grant priority area.
4. **Partnership:** Includes a well-defined partnership between secondary and postsecondary institutions.
5. **Sign of Approval:** Includes information for all participants, signed approvals, and submitted letters of collaboration from all partners.

Scoring Rubric

Category	Criteria	Performance Levels	Points
Alignment with Priorities	Alignment with at least one grant priority and focus on high-demand industries.	Exceptional (16-20): Demonstrates a clear and strong alignment with multiple grant priorities and focuses on one or more high-demand industries. Strong (11-15): Aligns with at least one priority and addresses a high-demand industry. Moderate (6-10): Alignment is vague or addresses priorities superficially. Weak (0-5): Does not align with grant priorities or focus on high-demand industries.	20
Project Description	Clarity and completeness of project purpose and objectives.	Exceptional (16-20): Provides a detailed and compelling overview of the project's purpose, objectives, and impact on CTE programs. Strong (11-15): Offers a clear description of the project with minor gaps in detail. Moderate (6-10): Provides a general description of the project but lacks specifics. Weak (0-5): Description is incomplete or unclear.	20
Rationale and Need	Justification for the project based on workforce or educational gaps.	Exceptional (13-15): Provides strong evidence, including data, to justify the need for the project. Clearly explains how it addresses gaps. Strong (9-12): Provides a rationale supported by some evidence. Moderate (5-8):	15

Category	Criteria	Performance Levels	Points
		Offers a basic rationale with limited evidence or detail. Weak (0-4): Fails to provide a convincing rationale.	
Proposed Plan	Goals, timeline, and stakeholder involvement.	Exceptional (16-20): Includes detailed, realistic goals, a clear timeline, and well-defined stakeholder roles. Strong (11-15): Provides a solid plan with minor gaps in detail or feasibility. Moderate (6-10): Goals or timeline lack detail, or stakeholder roles are unclear. Weak (0-5): Plan is incomplete or lacks feasibility.	20
Collaboration	Evidence of meaningful and well-documented partnerships.	Exceptional (18-25): Demonstrates strong and effective collaboration between secondary and postsecondary institutions, with detailed roles, signed approvals, and comprehensive letters of collaboration. Strong (13-17): Collaboration is well-documented, with minor gaps in detail or support. Moderate (7-12): Collaboration is limited or only partially documented. Weak (0-6): Little or no evidence of meaningful collaboration.	25
Outcomes and Evaluation	Measurable outcomes and metrics for success.	Exceptional (16-20): Outcomes are specific, measurable, and clearly aligned with grant priorities. Evaluation plan is robust. Strong (11-15): Outcomes are measurable but lack some specificity; evaluation plan is adequate. Moderate (6-10): Outcomes are vague or difficult to measure; evaluation plan is underdeveloped. Weak (0-5): Outcomes are unclear or absent, and there is no viable evaluation plan.	20
Budget	Alignment of budget with project goals and objectives.	Exceptional (13-15): Budget is clear, detailed, and fully aligned with project objectives. All expenses are reasonable and justified. Strong (9-12): Budget aligns with objectives but lacks detail in some areas. Moderate (5-8): Budget lacks clarity or contains questionable expenses. Weak (0-4): Budget is incomplete or not aligned with project objectives.	15
Innovation and Sustainability	Innovation in approach and plan for sustainability.	Exceptional (8-10): Project is highly innovative and includes a strong, clear plan for sustainability. Strong (6-7): Project demonstrates some innovation and includes a feasible sustainability plan. Moderate (3-5): Innovation or sustainability plan is limited or vague. Weak (0-2): Project lacks innovation and sustainability planning.	10

Total Possible Points: 145