

**REQUEST FOR PROPOSALS:
States Advancing *CTE Without Limits***

**DATE OF ISSUE: October 14, 2021
PROPOSAL SUBMISSION DEADLINE: November 9, 2021**

If you are interested in responding to this request for proposals (RFP), the timeline is as follows:

* Join an optional virtual office hour on October 22 at 3-4 pm ET or November 3 at 3-4 pm ET for an overview of the application and to ask any questions pertaining to the application and selection process. **RSVP to Kate Kreamer at** **kkreamer@careertech.org** **to receive meeting information.**
* **Full proposals should be submitted by November 9, 5 pm ET to Kate Kreamer,** **kkreamer@careertech.org**.
* Applications will only be accepted with the signature of the State CTE Director.Proposals are limited to 8 pages, not including a cover page, state capacity tool and the budget template provided below.

**OVERVIEW OF PROJECT**In March 2020, Advance CTE, with support of over 40 national organizations, released [Without Limits: A Shared Vision of the Future of Career Technical Education](http://www.careertech.org/without-limits) (*CTE Without Limits*). *CTE Without Limits* puts forth a bold vision for a cohesive, flexible and responsive career preparation ecosystem that will close equity gaps in educational outcomes and workforce readiness and leverage CTE as a catalyst for ensuring that each learner can reach success in the career of their choice.

Only through shared commitment and shared ownership among leaders and practitioners at all levels will the possibility and aspiration of *CTE Without Limits* be realized. To that end, Advance CTE is launching an effort to provide a cohort of four-five states with 10 months of intensive technical assistance to advance the principle(s) and actions within *CTE Without Limits* most critical to strengthening their career preparation ecosystems and providing each learner with the greatest opportunities to reach their full potential.

**OBJECTIVES**

* Build capacity within states to develop and strengthen their cohesive, flexible and responsive career preparation ecosystems through cross-sector partnerships and a shared action plan;
* Build sharable and scalable proof points around specific principles and actions within *CTE Without Limits* that can inspire and inform broader action and implementation across the nation; and
* Foster cross-state sharing and collaboration, with *CTE Without Limits* as a common anchor point.

**SUPPORT**

Advance CTE will work with selected states to conduct a self-assessment using [*Pushing the Limits: A Roadmap for Advancing CTE Without Limits*](https://careertech.org/resource/cte-without-limits-vision-roadmap)*,* focusing on no more than two principles. The self-assessment tool is designed to guide your state through an assessment of current policies and practices to identify what your state can build on and where new attention, policies or investments are needed to address the principles and actions outlined in *CTE Without Limits*. Based on the results of this self-assessment, Advance CTE will work with state teams to develop an action plan and support implementation of that plan over the remainder of the 10-month period.

Specifically, selected states will receive:

* Funding of $20-25,000 to develop and execute an action plan to support a high-quality and equitable career preparation ecosystem;
* Individualized technical assistance, including a dedicated coach and regular check in’s;
* One in-state or virtual visit, which can be leveraged to conduct the self-assessment or occur at another key point in the implementation of the action plan;
* Participation in a community of practice consisting of state teams from across the nation committed to realizing the *CTE Without Limits* vision. This community of practice will provide opportunities for states to share and discuss ideas, lessons learned and ongoing challenges. Because each state will select their own principle(s) to work on, this community of practice will enable states to engage in discussions and learning around the broader *CTE Without Limits* vision; and
* National recognition through Advance CTE meetings, webinars, blogs and other channels.

**TIMELINE**

Call to provide insight into application process (optional) *October 22 & November 3, 2021*

Applications due  *November 9, 2021*

Notification of application status *November 30, 2021*

Kickoff calls *December 6-16, 2021*

Virtual convening *January/February 2022 (TBD)*

Technical assistance calls with Advance CTE *Ongoing\**

**Progress Reports and Final Report Deadlines**

Mid-grant report due *June 15, 2022*

Final report due *October 31, 2022*
*\* Technical assistance calls with Advance CTE will take place monthly and be scheduled on a state-by-state basis*

**EXPECTATIONS**

If selected for this grant, your state will be required to:

* Designate a single point of contact in the state to be the state’s project manager who is empowered to make decisions on behalf of the state;
* Develop a cross-sector team, comprised of state (and local) leaders representing K-12, postsecondary and workforce development in your state to collaborate on this project;
* Using *Pushing the Limits: A Roadmap for Advancing CTE Without Limits, c*onduct a self-assessment on how the state is currently advancing up to two principles with support from Advance CTE. States can tackle an entire principle or specific actions within a principle;
* Based on the self-assessment, develop and execute an action plan to advance your state’s implementation of up to two principles within *CTE Without Limits.* Given the grant and action plan only cover 10 months, the expectation is that selected states will advance foundational actions that lay the groundwork for continued implementation after the grant period ends;
* Participate in monthly coaching calls and one in-person or virtual technical assistance visit;
* Participate a community of practice, through bi-monthly, cross-state calls;
* Share insights and lessons learned with Advance CTE members and the CTE community through activities to be determined, such as webinars, conference presentations and blogs;
* Report progress on grant activities in a timely manner including the submission of mid-grant and final reports in full and on time; and
* Spend funds according to the approved budget. Please note that the entirety of the grant cannot be subcontracted to a vendor outside your state office. However, you may use contractors and vendors for specific purposes to be described in the budget template of this application. More details on allowable and non-allowable expenses are included in the budget template.

**APPLICATION***Please fill out the following template and answer each question.*

1. Complete the “[CTE Without Limits State Capacity Tool](https://careertech.org/file/ctewithoutlimitsrfpstatecapacitytoolxlsx).” Based on the results of this mini self-assessment, identify the 1-2 principle(s) and related actions your state will choose to focus their efforts on and describe why these principles and actions are the most critical for your state to work on.
2. How will addressing these principle(s) and related actions advance the quality of and equity within your state’s career preparation ecosystem for K-12 and postsecondary/adult learners?
3. What is your state’s existing capacity for advancing these 1-2 principle(s)? In particular, what existing initiatives or investments will this work build on and what is the commitment level among state-level leadership to advance this work?
4. What are the biggest barriers to advancing these principle(s) and related actions in your state?
5. How will you use this technical assistance opportunity to overcome the barriers identified above?
6. What does your state hope to gain from participating in this opportunity including the direct technical assistance provided by Advance CTE and participation in a cross-state community of practice?
7. Provide a brief description about areas (e.g., equity strategies, policy alignment, research support, stakeholder engagement, etc.) where you think you would most want support from Advance CTE and their partners.
8. *CTE Without Limits* is a shared vision and, therefore, requires shared and cross-sector commitment from K-12, postsecondary and workforce development, at a minimum. Please describe the cross-sector team that will be participating in this project, including names, organizations and titles.
9. How would your state define success for yourself at the end of this project? Please list specific metrics you plan to measure and how you plan to measure overall success including the data or outcomes will be shared at the mid-point (June 15, 2022) and at the completion of this grant period (October 31, 2022).
10. Please submit the budget, using the attached template provided, detailing how you would use the $20-25,000 grant. Include detailed information as to whether you will also have matching funds, or any additional funding in place for the duration of the project.
11. Does this application have the support of the State CTE Director? If so, add their signature below.

State CTE Directors Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About Advance CTE**

Advance CTE: State Leaders Connecting Learning to Work is the longest-standing national non-profit that represents State Directors and state leaders responsible for secondary, postsecondary and adult Career Technical Education (CTE) across all 50 states and U.S. territories. Established in 1920, Advance CTE’s mission is to support state CTE leadership to advance high-quality and equitable CTE policies, programs and pathways that ensure career and college success for each learner.

**Budget Proposal Instructions for States Advancing CTE Without Limits Grant Applications**

States that receive Advance CTE technical assistance grants will be awarded a one-time grant of $20,000 to $25,000. Applicants must use the following budget template to list all direct costs associated with the implementation of the proposed plan that are reasonable, allowable and justified.

Allowable Costs: States may spend their grant dollars on hiring consultants to support the work, hosting project-related meetings, supporting relevant travel (limited to approved state per diems), transportation or subsidies for educators, stipends to support institutional involvement, overall project management, and other activities that directly advance the intended outcomes of the states’ recruitment strategies.

Unallowable Costs: Grants may not be spent on costs associated with writing the application, direct staff time and benefits, consultant insurance or benefits, entertainment, equipment, overhead costs, direct lobbying expenses, or anything of individual benefit.

States are encouraged to contact Kate Kreamer (kkreamer@careertech.org) if there are questions whether proposed spending is allowable or unallowable.

**Budget Template Instructions:**

* Applicants must complete the Budget *Proposal* Template. At a minimum, they must complete the grant amount column. The public and private matching contributions column is optional but will be considered a factor that demonstrates sustainability.
* Applicants may add rows to the template to specify other program costs if necessary.
* Applicants must complete the Budget *Narrative* Template describing their planned costs and how the investment will support the development and execution of an action plan to support a high-quality and equitable career preparation ecosystem.
* Additional information regarding the budgeted line items may be requested by Advance CTE before or after the grant award is made.

**Budget Proposal Template for States Advancing CTE Without Limits Grant Applications**

|  |  |  |
| --- | --- | --- |
| **Cost Category** | **Grant Amount** ***(Advance CTE funds)*** | **Matching Contributions** |
| **Consultants and Subcontractors** *(e.g., consultants; design)* |  |  |
| **Travel, Meetings and Activities** *(e.g., transportation; approved federal per diem; space rental; audio visual rental; food and beverage.*  |  |  |
| **Support for Implementation** *(e.g., direct support to local districts, schools and/or partners to support implementation efforts; funding for programs to pilot, replicate or scale local initiatives)* |  |  |
| **Technology & Teleconferencing** |  |  |
| **Printing, Postage & Shipping**  |  |  |
| **Other Program Costs (***You must list each item and budget line for each item included) (specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |  |  |
| **SUBTOTAL** |  |  |
| **GRANT TOTAL** *(must not exceed $25,000)* |  |  |

**Budget Narrative Template for States Advancing CTE Without Limits Grant Applications**

States are expected to provide an explanation of how the total investment will contribute to the development and execution of an action plan that advances key principles and actions with *CTE Without Limits.* In the table below, using a narrative description, please describe for each budget category:

* How each of the budget categories will enable the state to lead and advance this work.
* How budget figures were calculated.
* How matching funds will be utilized if applicable.

|  |  |
| --- | --- |
| **Cost Category** | **Narrative Description** |
| **Consultants and Subcontractors*** *How the consultants/subcontractors budget figures were reached.*
* *Who the consultants/subcontractors are and their specific roles and responsibilities.*
* *How the consultants/contractors will advance the goals of this grant.*
* *Whether the state has/is in the process of/will secure private and public dollars to support consultants/ subcontractors.*
* *Whether the state has appropriate insurance, including worker’s compensation (if appropriate) to cover consultants/subcontractors.*
 |  |
| **Travel, Meetings and Activities** * *How the travel and meeting budget figures were reached (e.g., what activities will the state host, attend and/or participate in or support).*
* *How the travel, meetings and activities will enable the state to advance this work.*
* *Whether the state has/is in the process of/will secure private and public dollars to support travel and meetings.*
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| **Support for Local Implementation*** *How the local implementation budget figures were reached.*
* *How the local implementation will enable the state to pilot and scale activities.*
* *Whether the state has/is in the process of/will secure private and public dollars to support local implementation.*
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| **Technology & Teleconferencing*** *How the technology/teleconferencing budget figures were reached.*
* *How the technology will enable the state to pilot and scale recruitment strategies and achieve recruitment goals.*
 |  |
| **Printing, Postage & Shipping** |  |
| **Other Program Costs** *(specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |  |