RFA 202203042

ARP State Fiscal Recovery Funds –   
CTE Personnel Infrastructure and Equipment

FY 2022 Application

# Application Details and Instructions

Through this application, the Maine Department of Education (DOE) intends to provide one-time funding for infrastructure and equipment grants for career and technical education (CTE) programs. Grant awards will focus on career development and training to meet the State's workforce needs for economic recovery, workforce development, and supporting good-paying job opportunities for students in the State. This funding is allocated in the Governor’s Bill [LD1733 "An Act To Provide Allocations for the Distribution of State Fiscal Recovery Funds](http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=SP0577&item=16&snum=130).”

Projects must be designed to:

1. Align secondary CTE programs to occupations that lead to employment which provides an entry annual wage meeting the state average, and the Maine workforce outlook projections demonstrate substantive growth.
2. Align secondary CTE programs to national and/or state industry standards which increase the CTE programs capacity to teach students technical skills required to join the workforce.
3. Align secondary CTE programs to postsecondary education and/or training opportunities, if applicable, to provide certifications, licensures, college degrees, volunteerism, and apprenticeships.
4. Engage secondary CTE programs with business and industry partners to provide career pathway connections between students and the workforce.
5. Engage the secondary CTE program advisory committees when determining the personnel and equipment (including minor infrastructure needed for equipment installation and/or use) updates needed to meet the objectives of these funds.
6. Address program safety and educational requirements to provide the essential safety levels of a DOE approved program and/or improve the educational outcomes of the program.
   1. **Priorities**

Priority will be given to CTE programs that align with the following priority industries which are included in the Governor’s Economic Recovery Plan. Focus should be given to the technical skills needed to meet the State’s workforce needs for economic recovery, workforce development, and supporting good-paying job opportunities for Maine students.

Priority Industries listed by Classification of Instructional Program (CIP) - [from the National Center for Education Statistics](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55):

* Agriculture – Program CIPs (01.0000) (01.0205) (01.0303) (01.0304) (01.0601) (01.1101)
* Marine Trade – Program CIP (47.0616)
* Forestry – Program CIPs (03.0101) (03.0506) (03.0511)
* Construction – Program CIPs (15.1303) (46.0000) (46.0101) (46.0201) (46.0302) (46.0503) (47.0201) (49.0202)
* Education – Program CIP (31.0601)
* Clean Energy – Program CIP (15.1701)
* Health Care – Program CIPs (19.0710) (41.0101) (51.0000) (51.0801) (51.0904) (51.1004) (51.3902)
* Hospitality & Tourism – Program CIPs (12.0501) (12.0503) (12.0505) (31.0301) (52.0901) (52.1910)
* Information Technology – Program CIPs (11.0103) (11.1003)
* Manufacturing – Program CIPs (15.0613) (15.0805) (15.1301) (15.1302) (47.0101) (47.0104) (47.0105) (48.0501) (48.0506) (48.0508)

## **Allowable Activities in order of Precedence**

## Equipment

* A single piece of equipment that exceeds $5,000 or multiple pieces of equipment to serve a single program. Example: 20 new computers for a pre-engineering program, fully equipped toolbox for automotive, etc.; and
* Must have a useful life expectancy of at least five years; and
* Must align with current industry standards and/or projected industry standards for emerging technologies, requiring a sign off from a subject matter experience in the related industry.
* Can also include any professional development that is required to operate the new equipment. Example: training session costs, registrations, travel to training location, additional materials, etc.
* Minor infrastructure costs needed to install and/or use requested equipment

NOTE – significant capital improvement needed for functionality of equipment must be submitted through the Infrastructure RFA.

1. Expansion of innovative CTE programs

* Must directly relate to the emerging industries that are referenced in the Maine 10-year economic plan; or
* Must align with Maine heritage industries, specifically those referenced in the Maine 10-year economic plan.

1. Personnel Infrastructure – Teachers and/or Paraprofessionals

* Must support new equipment purchased through this RFA; or
* Must support new programs and/or program expansions(s) funded through this RFA or the CTE Infrastructure RFA; or
* Must support CTE career pathways leading to employment in jobs related to Maine’s economic recovery plan; and
* Must include a plan to sustain additional staff after grant expires.

NOTE: Funds awarded through this RFA are to support CTE programs currently approved by MDOE or new CTE programs submitted into the MDOE new program application process. Failure of the applicant to complete new program application(s) in accordance with new program application deadlines, and/or the failure of the applicant to keep CTE program in active status, will result in forfeiture of award funds. Funds paid out before the approved programs are removed from active status or not approved through the MDOE new program approval process will be returned to MDOE.

## **Eligibility to Submit Bids**

## All Maine Secondary CTE Centers and Regions as defined by [20-A M.R.S Part 4, Chapter 313, Subchapter 1, §8301‑A, subsections 3 and 6](http://www.mainelegislature.org/legis/statutes/20-a/title20-Ach313sec0.html) are eligible to submit grant applications in response to this Request for Application. Eligible recipients are determined to be beneficiaries of these grant funds.

## **Awards to Beneficiaries**

The Department anticipates making multiple awards as a result of this Request for Applications process, including partial awards. The total award funds available through this round of RFAs is $4.5 million and individual award amounts will be based on the application score and the number of projects submitted for approval. Awards for personnel infrastructure (staffing) will be capped at $100,000 per eligible recipient. The Department may have more than 1 round of funding distribution for this RFA and an eligible entity may submit an application during each reiteration of this RFA, provided the application requests are clearly distinct. Scoring for future reiterations of this RFA will reflect applicant receiving previous award funds through this RFA. The Department reserves the right to eliminate the lowest scoring proposal (s) and/or make awards at amounts less than that requested, whichever is in the best interest of the State.

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

1. Alignment of application requests to Maine’s workforce needs
2. Geographic representation of support to schools across the state
3. Alignment of application requests to national and/or state industry standards, career pathways, and/or postsecondary opportunities
4. Sustainability of equipment and minor equipment installation and/or us infrastructure application requests
5. Sustainability of personnel infrastructure costs
6. Engagement of industry and program advisory committee

All proposals that meet a combined score of 65 or more points for Criteria 2: Specifications of the Work to be Performed, Criteria 4: Budget Proposal, and Criteria 5: Evaluation will be considered eligible for funding as it is available.

**Disbursement of award funds:** Projects approved for funding will receive payments via reimbursement requisitions that must include supporting invoices. To reduce financial barriers, beneficiaries may request approval for advance payment of funds to cover equipment costs. Advance payment will require proof of purchase documentation and payment must be made to supplier as soon as administratively possible after receipt of funds from MDOE.

## **Appeal of Award**

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120)).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

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# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by April 14, 2022, at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202203042 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## **Amendments and Reiterations of this RFA to the Request for Applications**

All amendments and reiterations (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments and reiterations posted on this website are considered binding.

## **Submitting your Application**

1. **Applications Due:** Applications must be received by May 5, 2022, at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to [Proposals@maine.gov](mailto:Proposals@maine.gov).
   1. Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   2. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   3. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
   4. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
   5. File size limits are 25MB per e-mail. Applicants may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   6. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202203042 Application Submission – [Applicant’s Name]”**
   7. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 8-19 of this RFA document.

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# APPLICATION EVALUATION AND SELECTION

## **Scoring Weights and Process**

1. Scoring Weights: The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

|  |  |  |
| --- | --- | --- |
| **Scoring Criteria** | **Maximum Points Available** | |
| **Criteria 1:  Inclusion of General Information** | Pass/Fail | |
| **Criteria 2:  Specifications of Work to be Performed** | 60 points |
| **Criteria 3: Priority Points** | 10 points | |
| **Criteria 4: Evaluation** | 5 points | |
| **Criteria 5:  Budget Proposal** | 25 points | |
| **Total Points** | **100 points** | |

1. Scoring Process: The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

Regarding the proposed funds requested and the proposed work, the Grant Review Team will consider the degree to which the project represents a good return for the investment (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

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APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CTE School Name:** | | | | | Click or tap here to enter text. | |
| **Name of Application:** | | | | | Click or tap here to enter text. | |
| **Superintendent’s (Centers) Director’s Name (Regions)** | | | | | Click or tap here to enter text. | |
| **Tel:** | Click or tap here to enter text. | | | **E-mail:** | | Click or tap here to enter text. |
| **Business Office Street Address:** | | | | | Click or tap here to enter text. | |
| **Business Office City/State/Zip** | | | | | Click or tap here to enter text. | |
| **Provide information requested below if different from above** | | | | | | |
| **Point of Contact for Application- Name and Title** | | Click or tap here to enter text. | | | | |
| **Tel:** | Click or tap here to enter text. | | | **E-mail:** | | Click or tap here to enter text. |
| **CTE Street Address:** | | | | | Click or tap here to enter text. | |
| **CTE City/State/Zip** | | | | | Click or tap here to enter text. | |
| **Dollar Amount of Application:** | | | Click or tap here to enter text. | | | |

* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
2. Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:
   1. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
   2. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
   4. Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default.
3. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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APPLICATION

|  |  |
| --- | --- |
| **Project Title**  Provide a descriptive project title in 15 words or less | |
| Click or tap here to enter text. | |
| **Duration of Project** | |
| Anticipated Start Date: Start Date  ***(Start date should be after June 21, 2022, due to fiscal process timelines.)*** | Anticipated End Date: End Date  ***(End date must be on, or before, June 30, 2023.)*** |
| **Project Details** | |
| Provide a brief overview of your project  Click or tap here to enter text.  program eligibility and best interest placement decisions. | |

What allowable cost(s) is your application aligned to? Check all that apply.

Equipment

Minor Infrastructure needed for Equipment Installation and Use

Personnel Infrastructure (Staffing)

**Specifications of Work to be Performed**

How does this project align secondary CTE programs to occupations that lead to employment which provides an entry annual wage meeting the state average, and the Maine workforce outlook projections demonstrate substantive growth?

Click or tap here to enter text.

How does this project align secondary CTE programs to national and/or state industry standards which increase the CTE programs capacity to teach students technical skills required to join the workforce?  
Click or tap here to enter text.

How does this project align secondary CTE programs to postsecondary education and/or training opportunities, if applicable, to provide certifications, licensures, college degrees, volunteerism, and apprenticeships?   
Click or tap here to enter text.

How does this project engage secondary CTE programs with business and industry partners to provide career pathway connections between students and the workforce?  
Click or tap here to enter text.

How does this project engage the secondary CTE program advisory committees when determining the personnel and equipment (including minor infrastructure needed for equipment installation and/or use) updates needed to meet the objectives of these funds.   
Click or tap here to enter text.

How does this project address program safety and educational requirements to provide the essential safety levels of a DOE approved program and/or improve the educational outcomes of the program?  
Click or tap here to enter text.

**Priority Programs**

If applicable, which priority industry(ies) are aligned to the requests within this application? (check all that apply)

Agriculture – Program CIPs (01.0000) (01.0205) (01.0303) (01.0304) (01.0601) (01.1101)

Marine Trade – Program CIP (47.0616)

Forestry – Program CIPs (03.0101) (03.0506) (03.0511)

Construction – Program CIPs (15.1303) (46.0000) (46.0101) (46.0201) (46.0302) (46.0503) (47.0201) (49.0202)

Education – Program CIP (31.0601)

Clean Energy – Program CIP (15.1701)

Health Care – Program CIPs (19.0710) (41.0101) (51.0000) (51.0801) (51.0904) (51.1004) (51.3902)

Hospitality & Tourism – Program CIPs (12.0501) (12.0503) (12.0505) (31.0301) (52.0901) (52.1910)

Information Technology – Program CIPs (11.0103) (11.1003)

Manufacturing – Program CIPs (15.0613) (15.0805) (15.1301) (15.1302) (47.0101) (47.0104) (47.0105) (48.0501) (48.0506) (48.0508)

**Evaluation**

Include a description of how you will use the information that will be provided through the Department of Education data reports, noted below, to show successful increased alignment to the Governor’s priority industries and Maine’s workforce and economic recovery needs.

Data reports, including Student Enrollment, Program Offerings, Earned Credits, Partnerships (as relates to purchases and program quality standards), Earned Industry Credentials, Earned Innovative Industry Recognized Credentials (as result of funding), and Student Placement (one year post graduation) will be collected by the Department of Education.

**Project Budget**

*Sustainability*

How will you sustain the costs of personnel infrastructure and/or equipment at the conclusion of these grant funds?  
Click or tap here to enter text.

This budget should include the overall projected expenses for the proposed project(s). Costs should be reasonable, justifiable, and align with Maine’s economic recovery and workforce needs.

NOTE – No indirect costs are allowed to be charged to this RFA.

**Budget Worksheets**

|  |  |  |
| --- | --- | --- |
| **Total Application Budget** | | |
| **Budget Category** | **Amount Requested** | **Explanation of expense** |
| Equipment | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Professional Development Costs | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Minor Contracted Infrastructure Services | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Personnel Costs | $ Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL REQUEST** | $ Click or tap here to enter text. |  |

**Equipment Budget Narrative -provide details for each program for which funding is requested (Equipment is for items costing $5,000 or more per item, or complete lab setup costs of $5,000 or more.)**

**If no equipment costs are requested leave the next 4 pages blank.**

**Equipment Item #1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CTE Program** | Click or tap here to enter text. | | | **CIP** | Click or tap here to enter text. |
| **Equipment Item Description** | | | Click or tap here to enter text. | | |
| **Cost Per Item** | | **$** Click or tap here to enter text. | **Total Equipment Cost** | **$** Click or tap here to enter text. | |
| **Cost for Minor Infrastructure** | | | **$** Click or tap here to enter text. | | |
| If applicable, which priority industry(ies) is this equipment aligned to? (check all that apply) | | | | | |
| Agriculture  Marine Trades  Forestry  Construction  Education | | | Clean Energy  Health Care Hospitality & Tourism  Information Technology  Manufacturing | | |
| What is the rationale for updating equipment within this program and how did you determine the industry need? How was industry involved in making the decisions? e.g. PAC members, business and industry representatives, etc. | | | | | |
| Click or tap here to enter text. | | | | | |
| What is the rationale for minor infrastructure costs required for equipment use and/or installation and how did you determine these costs? | | | | | |
| Click or tap here to enter text. | | | | | |
| What is the life expectancy of equipment? | | | Click or tap here to enter text. | | |

**Equipment Item #2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CTE Program** | Click or tap here to enter text. | | | | | | | **CIP** | Click or tap here to enter text. |
| **Equipment Item Description** | | | Click or tap here to enter text. | | | | | | |
| **Cost Per Item** | | **$** Click or tap here to enter text. | | **Total Equipment Cost** | | | **$** Click or tap here to enter text. | | |
| **Cost for Minor Infrastructure** | | | | **$** Click or tap here to enter text. | | | | | |
| If applicable, which priority industry(ies) is this equipment aligned to? (check all that apply) | | | | | | | | | |
| Agriculture  Marine Trades  Forestry  Construction  Education | | | | | Clean Energy  Health Care Hospitality & Tourism  Information Technology  Manufacturing | | | | |
| What is the rationale for updating equipment within this program and how did you determine the industry need? How was industry involved in making the decisions? e.g. PAC members, business and industry representatives, etc. | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| What is the rationale for minor infrastructure costs required for equipment use and/or installation and how did you determine these costs? | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| What is the life expectancy of equipment? | | | | | |  | | | |

**Equipment Item #3**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CTE Program** | Click or tap here to enter text. | | | | | | | **CIP** | Click or tap here to enter text. |
| **Equipment Item Description** | | | Click or tap here to enter text. | | | | | | |
| **Cost Per Item** | | **$** Click or tap here to enter text. | | **Total Equipment Cost** | | | **$** Click or tap here to enter text. | | |
| **Cost for Minor Infrastructure** | | | | **$** Click or tap here to enter text. | | | | | |
| If applicable, which priority industry(ies) is this equipment aligned to? (check all that apply) | | | | | | | | | |
| Agriculture  Marine Trades  Forestry  Construction  Education | | | | | Clean Energy  Health Care Hospitality & Tourism  Information Technology  Manufacturing | | | | |
| What is the rationale for updating equipment within this program and how did you determine the industry need? How was industry involved in making the decisions? e.g. PAC members, business and industry representatives, etc. | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| What is the rationale for minor infrastructure costs required for equipment use and/or installation and how did you determine these costs? | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| What is the life expectancy of equipment? | | | | | | Click or tap here to enter text. | | | |

**Equipment Item #4**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CTE Program** | Click or tap here to enter text. | | | | | | | **CIP** | Click or tap here to enter text. |
| **Equipment Item Description** | | | Click or tap here to enter text. | | | | | | |
| **Cost Per Item** | | **$** Click or tap here to enter text. | | **Total Equipment Cost** | | | **$** Click or tap here to enter text. | | |
| **Cost for Minor Infrastructure** | | | | **$** Click or tap here to enter text. | | | | | |
| If applicable, which priority industry(ies) is this equipment aligned to? (check all that apply) | | | | | | | | | |
| Agriculture  Marine Trades  Forestry  Construction  Education | | | | | Clean Energy  Health Care Hospitality & Tourism  Information Technology  Manufacturing | | | | |
| What is the rationale for updating equipment within this program and how did you determine the industry need? How was industry involved in making the decisions? e.g. PAC members, business and industry representatives, etc. | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| What is the rationale for minor infrastructure costs required for equipment use and/or installation and how did you determine these costs? | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| What is the life expectancy of equipment? | | | | | | Click or tap here to enter text. | | | |

**Professional Development Budget Narrative (must be aligned to equipment requests above)**

**If no professional development costs are requested leave this page blank.**

|  |  |  |
| --- | --- | --- |
| **Explanation of Professional Development Need** | **Equipment Item # (from above)** | **Total Cost** |
| Click or tap here to enter text. | Click or tap here to enter text. | $ Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | $ Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | $ Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | $ Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | $ Click or tap here to enter text. |

**Personnel Infrastructure (Staffing) Costs Budget Narrative**

**If no staffing costs are requested leave this page blank.**

**Staffing Cost #1**

|  |  |  |  |
| --- | --- | --- | --- |
| **CTE Program** | Click or tap here to enter text. | **CIP** | Click or tap here to enter text. |
| **Explanation of need – include connection to Career Pathway(s)** | | | **Total Cost** |
| Click or tap here to enter text. | | | $ Click or tap here to enter text. |

**Staffing Cost #2**

|  |  |  |  |
| --- | --- | --- | --- |
| **CTE Program** | Click or tap here to enter text. | **CIP** | Click or tap here to enter text. |
| **Explanation of need – include connection to Career Pathway(s)** | | | **Total Cost** |
| Click or tap here to enter text. | | | $ Click or tap here to enter text. |

**Staffing Cost #3**

|  |  |  |  |
| --- | --- | --- | --- |
| **CTE Program** | Click or tap here to enter text. | **CIP** | Click or tap here to enter text. |
| **Explanation of need – include connection to Career Pathway(s)** | | | **Total Cost** |
| Click or tap here to enter text. | | | $ Click or tap here to enter text. |