

Request for Proposals

Area Career and Technology Center Project

The North Dakota State Board for Career and Technical Education is accepting proposals for two new secondary Area Career and Technology Centers.

Purpose: To provide funding as an incentive for school districts to increase Career and Technical Education opportunities through the establishment of an Area Career and Technology Center. The Center would incorporate virtual or distance learning methods of instruction with traditionally delivered methods. These centers are to be located in Regional Education Associations (REAs) not currently served by an existing center. Applicants are encouraged to be visionary in scope.

Important Note: Throughout this document the term REA is used - it may also mean other groups of schools that cooperate to provide CTE services

Eligible Recipients:

1. Only REAs in western North Dakota without an Area CTE Center within their boundaries may apply. The REAs are:
 - North Central Education Cooperative
 - Mid-Dakota Educational Council
 - Missouri River Education Cooperative
 - Roughrider Educational Services Program
 - Great Western Education Cooperative
2. Proposal must have the approval of and be submitted by the REA or another group of schools' governing board. (A minimum of three districts is required.)
3. Must encompass an entire REA or another group of identified schools within an REA, and it can include more than one REA.
4. Proposals from REAs will receive priority consideration over other groups of districts.

Deadline: Proposals must be postmarked by November 15, 2007.

Plans will be approved by the State Board for Career and Technical Education.

Number of Awards: Minimum of two (additional awards would depend on funding)

Funding: \$1.2 million is available for two proposals, of up to \$600,000 each.
(An approved proposal would receive 75% reimbursement, up to a maximum of \$600,000 for each of the first two years. This is based on an \$800,000 total budget which would require a local match of \$200,000 or 25 %.) **Future funding is dependant on continued state funding.**

Funding method: Funds will be paid on a reimbursement basis of approved costs.

Target implementation date: 2008 - 2009 school year

RFP Narrative

1. Identify secondary school districts involved in the proposal and provide contact information.
2. Identify governance of the Center (refer to ND Century Code 15-20.2-01 for guidelines – link included on website)
 - a. Must be governed by a CTE Center Board, which may be the REA Governing Board.
 - b. Each member district will have one board member for every 300 students enrolled in grades 9 – 12, with a maximum of three board members from each school.
3. Include a needs assessment, incorporating input from participating school districts, labor market information, businesses and industry, local economic development, and others to determine the types of CTE programs to offer and where and how the program can be best delivered. Preference will be given for those programs that:
 - a. utilize and have an emphasis on current technology
 - b. incorporate entrepreneurial or self employment opportunities in occupational areas.
4. Identify the CTE offerings by program name and MISO3 course numbers that will be offered by the Center.
 - a. A program is a sequence of courses (see Program Approval Policy)
 - b. A center must incorporate a minimum of five occupational CTE programs
 - c. Programs may be delivered via distance through ITV or online
 - d. The department will work with applicants to assure that alternatively delivered programs meet CTE program standards
5. Identify locations and facilities that will be the delivery and receiving locations for CTE programming. There may be multiple facilities and points of delivery in a single REA.
6. Identify how each CTE programs' curriculum will be delivered to member school districts, i.e. traditional delivery and/or alternative delivery systems through online, ITV, traveling teachers, transporting students, rotating labs, etc, including postsecondary CTE programming arrangements such as dual credit or articulation.
7. Identify how scheduling issues are being resolved relating to common calendars and synchronized class periods for member schools. Identify how consideration was given for the regional two-year campus class schedule for dual enrollment purposes.
8. Identify projected total high school enrollment of member schools, by district, for the 2008 - 2009 school year. Identify a five and ten year student enrollment projection by district.
9. Provide an estimate of the number of students who will be involved in the CTE programs from each district (i.e. through student survey)
 - a. Enrollment in individual CTE classes at an Area Center can be prorated based on each school's comparative enrollment in grades 9 – 12.

Fiscal Information

Project grant funds will reimburse 75% of all approved CTE costs for the first two years beginning in the 2008 - 2009 school year. Approved costs include salaries, supplies, operating, lease of facilities (\$1.05 per ft), and may include curriculum and equipment that would facilitate the delivery of CTE programs. The reimbursement rate will be reduced to 60% in year three, 50% in year four, and to current Area Center funding, which is 38%, in year five.

In order to receive the maximum \$600,000 amount, the overall budget of approved costs for the Area Center project must be least \$800,000, (\$800,000 would result in a 75% state match and 25% local match). Project applications may be submitted with an overall budget of less than \$800,000, as that level will depend on the proposed programs to be offered, number of programs, staffing, etc.

1. Provide an overall 2008 - 2009 budget – by program area
 - a. Provide a Funding Application Budget Sheet (SFN 15275) for each CTE program area (minimum of 5) plus one for Administration and Operation.
 - b. Budget for a CTE Director who must be credentialed to receive funding.
2. Identify how individual member districts will be assessed based on each school's percentage of enrollment in grades 9 – 12.

Submission

Attach to the proposal a completed Funding Application Cover Sheet (SFN 15274) which can be found at: <http://www.nd.gov/cte/forms/docs/fundappcovr15274.pdf>

Submit by either email to cte@nd.gov

or mail to: Wayne Kutzer, State Director
Department of Career and Technical Education
600 E Boulevard Ave, Dept 270
Bismarck, ND 58505-0610

Additional information resources at <http://www.nd.gov/cte/statewide-inits/>

ND Century Code for Area CTE Centers
Funding Application Cover Sheet
Funding Application Budget
HB 1019 – CTE and Area Center funding legislation
Excerpt from Education Improvement Commission final report on Area Centers
Program Approval Policy