

**Bureau of Career Development
Career and Technical Education (CTE) Access Grants
Request for Applications (RFA) 2024-2025**

Overview

The New Hampshire Department of Education (NHED), Bureau of Career Development is seeking applications from NH local education agencies (LEAs) with approved regional Career and Technical Education Centers (CTE) for grant awards to fund activities to expand access to students with disabilities (SWD) in preparing for future careers. Section 112(c) and Section 135 of The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) make provisions for grants to subrecipients drawing from a reserve held back from the primary distribution of Perkins V funds. Such funds are to be distributed through competitive grants to eligible subrecipients for the purposes outlined in Section 135 of the Act.

NHED is making awards to each eligible LEA with an approved regional CTE center. Activities outlined in the application must provide a clear plan of action. This plan will include an explicitly stated explanation of how the activity(ies) will expand or increase access to CTE programs using adaptive technology; equipment; furniture and fixture purchases and/or adaptation(s); and/or targeted professional development (PD) pertinent to engaging SWD in the programs provided at the CTE Center.

Distribution of grant funds by NHED is completed through the Grants Management System (GMS). The district i4see coordinator must assign permissions to any personnel responsible to manage the grant.

Table of Contents

Career and Technical Education (CTE) Access Grants.....	1
Request for Applications (RFA) 2024-2025	1
Overview	1
Directions	3
Eligibility	3
Use of Funds	3
Priority	3
Application Template	4
1. LEA Information	4
2. Summary.....	4
3. Budget	4
Scoring Rubric	5
Appendix A: Detailed Plan Template	6
Appendix B: Budget Template	6
Appendix C: Relevant Federal Regulations	7

Directions

1. Review the following RFA information to ensure that the program meets eligibility requirements and that all grant application materials can be provided at the time of application submission. Incomplete applications will not be accepted. Please submit one application per LEA.

2. Submit the CTE Access Grant Application by the deadline **Friday, January 31, 2024, at 4:00 p.m.** Applications will continue to be accepted past the deadline depending on the availability of funds, priority will be given to applications received by the deadline. Applications will be scored by independent peer reviewers.

Eligibility

Must be for a New Hampshire Regional Career and Technical Education Center with Perkins V eligible CTE programs approved by NHED.

Use of Funds

Allowable uses of funds for the CTE Access Grant include costs associated with:

- Proactive adaptation of program spaces in preparation for students with physical disabilities, purchase of adaptive technology equipment to allow future access for SWD (Ex: PPE for laps of students in wheelchairs in welding or culinary spaces; adaptive cutting shears for students with limited dexterity in agricultural programming; etc.), and equipping of CTE educators to meet the needs of SWD coming into their programs.
- Facilities costs affiliated with the required corrective actions pertinent to the review of a physical space. (Ex: OCR MOA Review or Report developed by an accessibility consultant)
- CTE educator or administrator professional development (PD) and training in best practices to support SWD, including any travel costs.
- Developing and initiating programs or activities fostering a sense of belonging for SWD, including purchases of items such as uniforms, protective gear, and screens for donning uniforms or other items.
- A comprehensive review of CTE center policies and procedures related to inclusion of SWD in CTE programs, including any costs for consultants to facilitate such a review.

Priority

Priority will be given to applications integrating strategies, equipment and activities to include SWD into planned programming, particularly creating accessible classroom spaces; providing accessible, adaptive technology pertinent to the program; and training CTE educators proactively to meet the needs of their students. Applications including specific reference to a facility review, a targeted student need, and/or anticipated PD focused on a documented need of the CTE Center are given competitive scoring advantage.

Application Template

Please complete all information. NHED will not consider incomplete applications.

1. LEA Information

- Local Education Agency Name, and Superintendent Name
- CTE Program name(s)
- CTE Administrator name and contact information
- Business Administrator name and contact information (required as they are the main contact for the fiscal administration of the grant)

2. Summary

- Provide a brief description of the programs offered at the regional CTE center, including any concerns around accessibility. Include data from the past three years about numbers of CTE concentrators and participants with disabilities, percentage gap analysis comparing the percentage of SWD in the total high school population (including sending campuses and receiving campus, as applicable) and the CTE Center, and any projections or other information about SWD who have expressed an interest in CTE (as early as 8th grade).
- Provide a summary that details how the funding request will meet the Priority. Outline the activities you are proposing for funding. Include details about who will facilitate and/or complete the activities outlined in the proposal, the timeline for activities, and any specific deliverables (such as evidence that specific student need(s) will be met; of increased student participation rates; report of findings on comprehensive policies and practices review; and/or results of CTE educator PD plan).

Detailed Plan Template included in Appendix A.

3. Budget

There is no maximum amount for each application; budget line items are based upon demonstrated need. No more than 5% of the total proposed budget may be used for administrative costs associated with activities outlined in the application. Please note that once the funds are awarded, schools will have 90 days from the award to submit their activity description for the project along with the budget into the NHED Grants Management System (GMS) for approval. Grants not submitted in GMS within 90 days of award will be reallocated to other programs. The grant funds must be obligated by September 30, 2025. Final monthly reports for this grant must be submitted in GMS by November 14, 2025. Remaining funds will not be available for carry over.

Budget Template included in Appendix B.

Note: The BCD will fund applications in rank order based on available funds. The BCD will not fund applications that do not meet the criteria outlined in the sections above.

Scoring Rubric

	15	10	5	0
Priority	Application integrates targeted activity(ies) to increase access for SWD to CTE programming AND includes documented campus need for the activity. [Ex: Facility review report; Evidence-based description of specific student need(s) to be addressed; Preparation for future enrolled student’s IEP/504 requirement(s)]	Application integrates targeted activity(ies) to increase access for SWD to CTE programming AND includes general description of campus need for the activity.	Application integrates targeted activity(ies) to increase access for SWD to CTE programming without explanation of the campus need.	No evidence of connection to supporting SWD in CTE.
Detailed Plan	For each activity, the Detailed Plan specifies all 5 categories of information: <ol style="list-style-type: none"> 1. Specific area(s) requiring correction 2. The specific corrective action to be completed 3. The responsible for implementation including fiscal, facility, and administrative roles) 4. Targeted date of completion 5. How completion will be verified 	For each activity, the Detailed Plan details at least 4 of the 5 categories within the plan.	For each activity, the Detailed Plan details at least 2 of the 5 categories within the plan.	No Detailed Plan included for the activity(ies) named in the application.
Budget	Budget includes clear explanation for all costs for each activity connected to allowable uses of funds and outcomes.	Budget is complete and connects overall costs to allowable uses of funds and outcomes.	Budget is complete; connection of costs to outcomes is unclear.	No budget included.

Appendix A: Detailed Plan Template

DOCUMENTED AREA(S) OF NEED	Specific Corrective Action Activity to be Completed	Responsible Party	Target Completion Date (MMYY)	How Completion of Remedy will be Reported and Verified

Appendix B: Budget Template

	Budget Line Item(s) with Explanation	LINE-ITEM REQUEST
Transportation		
Equipment		
Supplies		
Texts/Printed Materials		
Administrative Costs		
Stipends		
TOTAL GRANT REQUEST		

Appendix C: Relevant Federal Regulations

34 CFR 76.707 When Obligations Are Made

If the obligation is for...	The obligation is made...
Personal services by an employee of the subgrantee	When the services are performed.
Personal services by a contractor who is not an employee of the subgrantee	On the date on which the subgrantee makes a binding written commitment to obtain the services.
Performance of work other than personal services	On the date on which the subgrantee makes a binding written commitment to obtain the work.
Travel	When the travel is taken.

34 CFR 104 NONDISCRIMINATION ON THE BASIS OF HANDICAP IN PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE:

- [Section 504 of the Rehabilitation Act of 1973](#)

2 CFR 200.319 Competition; 2 CFR 200.320 Methods of Procurement; 2 CFR 200.322 Requirements for Pass-Through Entities; 2 CFR 200.430 Compensation-Personal Services; 2 CFR 200.431 Compensation-Fringe Benefits

Title IX Federal Legislation and related documents, including updates as of August 1, 2024, are clickable below.

- [Brief Overview of Key Provisions of the Department of Education’s 2024 Title IX Final Rule](#)
- [2024 Title IX Regulations: Pointers for Implementation](#)
- [Sex Discrimination: Overview of the Law](#)
- [Title IX – Full Text](#)