



Bureau of Career Development

**Career and Technical Education (CTE) Transportation Incentive Grants  
Request for Applications (RFA) 2023-2025**

**Overview**

The New Hampshire legislature in June 2023 appropriated \$4 million for the 2024-2025 biennium to the New Hampshire Department of Education (NHED), to develop a career and technical education (CTE) incentive grant to encourage transportation of students from sending high school regional CTE programs to receiving CTE programs. Awards made under this grant program shall be on a competitive basis based on criteria established by the department.

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

**Definitions**

For the purposes of this discretionary grant program, the following terms are defined below.

CTE: Career and Technical Education programs, designated as regional CTE programs by NHED, and meeting the requirements outlined in NH RSA 188E:5.

Transportation Differential: the difference between the costs charged by transportation providers to sending districts, or the direct transportation costs, and the transportation payment made to such districts by NHED.

Sending High School: the public secondary level school a student attends, or for which their district of residence would cover student costs in the case of a regional high school, charter school, non-public school, or homeschooled student.

Regional High School CTE center: Secondary level programs offered at one of the high schools with NHED designated CTE programs.

**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 district.
2. Submit the CTE Transportation Incentive Grant Application by the deadline **Friday, March 28, 2025, at 4:00 PM** for priority funding. 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 Regional Career and Technical Education Center and/or District that is responsible for costs associated with the transportation of students from sending high school to receiving CTE programs. The grant can be utilized to reimburse for costs associated with transportation of students to participate in regional CTE programs in school years 2022-2023 (FY23), 2023-2024 (FY24), and/or towards costs for innovative transportation solutions to mitigate barriers to access regional CTE programs in school year 2024-2025 (FY25). Applicants must have approval from the superintendent prior to application submission.

### **Use of Funds**

Funds provided through the CTE Transportation Incentive Grant can be used for:

- Reimbursement of incurred transportation costs by sending districts for students accessing high school regional CTE programming that is not already covered by state or federal reimbursement, for school year 2022-2023 (FY23) and/or 2023-2024 (FY24).
- Cost of innovative modes of transportation to increase student access to CTE programming for sending districts that will not be covered by state or federal reimbursement for school year 2024-2025 (FY25).
- Funds can only be used for transportation costs and there will not be an allocation for administrative or indirect costs.

### **Priority 1**

Priority will be given to applicants that demonstrate a greater financial burden incurred by the sending district for the actual costs of transportation to send students to regional CTE centers than what is provided through state or federal funds.

Determinations of need and priorities for funding such cost differences for FY23 are made by using the ratio of CTE transportation reimbursement by NHED in the 2022-2023 school year divided by the sending school cost for CTE transportation for the 2022-2023 school year. For FY 24, use the ratio of CTE transportation reimbursement by NHED in 2023-2024 school year divided by the sending school cost for CTE transportation for the 2023-2024 school year.

The sending districts with a ratio of 30% or less will receive highest priority.

### **Priority 2**

Priority will be given to applicants that demonstrate funding through the CTE Transportation Incentive grant will allow the sending district to mitigate barriers to access CTE by increasing the number of students to regional CTE programs. Applicants must demonstrate that an increase in the number of students served per specific program will be anticipated with a budget to support the transportation costs. Number of current students accessing specific programs for SY 2024/2025 and anticipated after implementation, with a current budget must be provided for comparison.

#### Priority 3

Priority will be given to applicants that provide innovative solutions to support the transportation of students to and from CTE programming. This may include innovative scheduling, collaboration with other program(s), integration of allowable third-party providers (e.g., Uber for Kids or similar programs), or other solutions, allowing more students from sending district to participate in CTE, or allowing for a decrease in long-term costs with initial start-up support from the CTE Transportation Innovation grant.

#### Application Template

Please complete all information. Incomplete applications will not be considered.

**\*Naming Protocol Note\*** When submitting your application, please use the following file naming protocol – “Sending School & District Name – Transportation Aid Grant.”

##### 1. School Information

- Sending District Name
- CTE Program & Receiving District Name
- CTE Administrator Name and contact information
- Sending District Superintendent or Charter School Administrator information
- Business administrator information (required as they are the main contact for the fiscal administration of the grant)

##### 2. Budget

Complete the required CTE Transportation Innovation grant budget template. While there is no funding maximum or minimum amount, funding is based on need so be as accurate as possible with estimated costs.

If your district has not yet applied for FY 23 Transportation Grant award funds, you may submit a budget template for FY 2023, FY 2024 and FY 2025 concurrently. If your district has already received a grant award for SY 2022/2023 (FY23), please complete the budget template only for FY 2024 and 2025.

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 expended by June 30, 2025. Final monthly reports for this grant must be submitted in GMS by June 30, 2025. Remaining funds will not be available for carry over.

**Budget Template Example**

	<b>FY 2023 (SY 22/23) Local Costs</b>	<b>FY 2023 (SY 22/23) State/ Federal Cost</b>	<b>FY 2023 (SY22/23) Total Costs</b>	<b>FY 2024 (SY 23/24) Local Costs</b>	<b>FY 2024 (SY 23/24) State/ Federal Costs</b>	<b>FY 2024 (SY23/24) Total Costs</b>	<b>2024- 2025 Local Funds Budgeted</b>	<b>2024- 2025 State/ Federal Funds Budgeted</b>	<b>2024- 2025 Total Funds Budgeted</b>	<b>TOTAL GRANT REQUEST</b> <small>(Sum of FY 23 and/or FY24 Transportation Differential and FY 2025 Transportation Innovation)</small>
<b>Bus Transportation</b>										
<b>Private Transportation</b>										
<b>Mileage Reimbursement</b>										
<b>Taxi</b>										
<b>Innovative Program</b>										
<b>TOTAL</b>										

3. Summary

- Provide a summary that details how the funding request will meet Priority 1, Priority 2, and/or Priority 3.
- Include the current number of students served as well as anticipated number of students to be served through this grant. Explain how any funding will have a positive impact on the district’s ability to send students to regional CTE programs.
- Describe the transportation differential. This is the gap between the cost charged by the transportation company, or direct transportation costs borne by the district providing CTE student transportation, to and from the sending high school and regional CTE center and the transportation payment paid by NHED for SY22-23 (paid in December of 2023) and/or for SY23-24 (paid in December of 2024).
- Include other innovative approaches or methods is the district proposing, in order to increase the number of students served.
- Provide a complete and clear budget narrative and cost breakdown for the proposed activities.

Application Scoring Rubric Used by Independent Peer Reviewers					
Performance Criteria					Points Awarded
<p>Priority 1 Evidence that applicant incurs greater financial burden for transportation costs compared to state/fed support. <b>(30 points)</b></p>	<p><b>30 Points</b> Ratio between 0-30%</p>	<p><b>20 Points</b> Ratio between 31-50%</p>	<p><b>10 Points</b> Ratio between 51-99%</p>	<p><b>0 Points</b> Proposal does not address ratio.</p>	
<p>Priority 2 Number of students accessing CTE programming will increase participation. <b>(20 points)</b></p>	<p><b>20 Points</b> Participation potential increase 51% or more</p>	<p><b>15 Points</b> Participation potential increase 11-50%</p>	<p><b>10 Points</b> Participation potential increase 1-10%</p>	<p><b>0 Points</b> No increase in participation projected</p>	
<p>Priority 3 Applicant provides innovative solutions to mitigate barriers to access CTE programs. <b>(20 points)</b></p>	<p><b>20 Points</b> Project provides innovative solutions that will increase number of students <u>and</u> access to additional programs</p>	<p><b>15 Points</b> Project provides innovative solutions that will increase number of students</p>	<p><b>10 Points</b> Project provides innovative solutions that will increase access to programs, number of students will remain the same</p>	<p><b>0 Points</b> Project does not include an innovative solution</p>	
<p>Complete and clear budget narrative and cost breakdown for the proposed activities. <b>(30 points)</b></p>	<p><b>30 Points</b> Budget includes clear explanation for all costs in SY 2022-2023, 2023-2024, and/or anticipated costs for 2024-2025, with breakdown for each activity, and separate budget line for innovative solution proposal.</p>	<p><b>20 Points</b> Budget includes clear explanation for all costs in SY 2022-2023, 2023-2024, and/or anticipated costs for 2024-2025, with breakdown for each activity.</p>	<p><b>10 Points</b> Budget is limited or unclear but contains all costs in SY 2022-2023, 2023-2024, and/or anticipated costs for 2024-2025.</p>	<p><b>0 Points</b> Budget narrative is missing or budget does not include all essential costs, without clear breakdown for each activity.</p>	

**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.