**Oklahoma Department of Career and Technology Education Perkins V Innovative Strategies for Recruitment and Retention (ISRR) – HSTW, TCTW, & Other Grant 2022-2024**

Each Perkins V Innovation Grant Application is unique. Please read this document entirely and follow the instructions below. Provide all information requested in the order requested, including required narrative, table information, and supporting material(s). This document contains the following information:

Overview

Innovation Grant Goal Selection Application Outline

Eligible Applicants Process

Application Evaluation and Award

**Section 1: Overview of** **Innovative Strategies for Recruitment and Retention (ISRR) – HSTW, TCTW, & Other:**

In an ongoing effort to support the recruitment and retention of CTE teachers the Oklahoma Department of Career and Technology Education supports the development of new innovative strategies and the enhancement of existing strategies to recruit and retain Oklahoma’s CTE instructors. The strategies developed with these funds should support a culture of continuous improvement that engages the whole school community in continuously using data to identify problems and develop plans to solve them. A tool like strong school culture is important to the recruitment and retention CTE instructors in areas that meet local and state workforce needs while embracing innovative methods to support CTE instructors through rigorous professional development, continuing education, among other strategies. Perkins LEAs or consortia meeting the $15,000 requirement, technology centers, or technology center coops, and postsecondary institutions or consortia meeting the $50,000 requirement are eligible to complete the grant application. Successful applicants will receive two-year innovation funding up to 20,000.00 for the first year of funding; and up to $15,000.00 for the second year of funding. Recipients must meet set benchmarks at the end of the first funding year to receive the second year of funding. Year one funding must be expended by June 30, 2023.

**Section 2: Innovative Strategies for Recruitment and Retention (ISRR) – HSTW, TCTW, & Other: Goal Selection:**

The implementation of the selected goals should improve recruitment and/or retention of CTE instructors either directly or indirectly. Grant proposals must address at least two of the areas described below:

1. Teacher Collaboration — Provide teams of teachers with the training, time and support they need to work together to improve instruction.
2. Robust teacher induction programs for new teachers that covers the basics of Instructional strategies, Instructional Planning, Classroom Management and Classroom Assessment.
3. Increased planning, mentoring, and collaboration time for new teachers and mentor teachers. Coaching for administrators and mentoring instructors
4. Increased use of technology in learning initiatives and increased professional development for teachers focusing on innovative use of technology in instruction.
5. Application of school improvement models or strategies; including the implementation of specific strategies and best practices such as brain-based learning.
6. Peer review and mentorship programs, and other career development and advancement strategies.
7. Providing Professional development methods that could increase retention and recruitment; examples of professional development are listed below:
   1. Flipped classroom or moving content to online learning.
   2. Journaling with purpose [learning how to self-evaluate what you have done]
   3. Getting to know your students and how that affects differentiating lessons.

**Application Outline: Reference ONLY**

**Section 3: Plan for Implementation**

1. Provide a brief descriptive summary of the actions your school/institution plans to complete during the grant period.
2. Describe what your school/institution has or is currently doing to address the selected goal.
3. Explain the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors.
4. Provide a timeline for the implementation of the above strategies.

**Section 4: Evaluation Plan, Data Collection, and Benchmark Measures**

Each applicant will be required to provide a continuous improvement plan that includes data that will be used to benchmark student achievement, monitor, and revise the implementation strategies. These benchmarks will be used by ODCTE to determine progress on project goals; if progress is shown award of second year funding will proceed.

|  |
| --- |
| Evaluation Plan and Benchmark Measures |
| Project Goal: |
| Objective 1. |
| Data Collection and Measures |
| 1.a. |
| 1.b. |

|  |
| --- |
| 1.c. |
| Objective 2. |
| Data Collection and Measures |
| 2.a. |
| 2.b. |
| 2.c. |
| Objective 3. |
| Data Collection and Measures |
| 3.a. |
| 3.b. |
| 3.c. |

\*Figure. Evaluation Plan and Measures

\*This chart is re-created in the CTIMS application

**Section 5: Budget Narrative**

* All applicants will submit a budget narrative itemizing expenses for the proposed project. The budget items should be listed to show estimated cost of each line item. Each line must be detailed and specific. General expenses should be broken down into specific line items.
* Narrative on how the specific items purchased will be used in the support of grant objectives must be provided in this section
* Expenses should be outlined by grant year.
* Note: Funds may be used for professional development, travel, supplies, curriculum, equipment, and any other allowable expenses necessary to carry out the intent of the grant.
* Funds must be spent according to Carl Perkins allowable expenses.

**Eligible applicants**

Eligible applicants who successfully complete the Carl Perkins application under the current Perkins V Act are invited to participate in the Innovation Fund Grants process by:

* Meeting the criteria designated in the Local Application for Carl Perkins Funding, including the Comprehensive Local Needs Assessment.
* Meeting the criteria in the Overview section for the desired Innovation Fund Grant,
* Successfully completing the Innovation Fund Grant Application, and

documenting the human, financial, and time commitment required to meet the intent of the focused grant.

**Process**

To ensure a comprehensive and expedient review, applicants must submit the application as follows:

* Applications must be submitted through the Career Tech Information Management System’s grant module. The online system is located at the link below:
* <https://ctims.okcareertech.org/CTBDSWeb/>
  + - Video tutorials on how to utilize the system are located at the following link: [http://www.okcareertech.org/about/state-agency/divisions/federal-](http://www.okcareertech.org/about/state-agency/divisions/federal-legislation-assistance/carl-perkins/ctims-resources/) [legislation-assistance/carl-perkins/ctims-resources/](http://www.okcareertech.org/about/state-agency/divisions/federal-legislation-assistance/carl-perkins/ctims-resources/)
* **Applications are due May 6, 2022**

**Application Evaluation and Award**

All Reserve Fund Grant Applications will be evaluated and awarded on a competitive basis. Applications will be reviewed and evaluated, **using a rubric**, by a team of state agency personnel. All reviewers’ evaluations will be compiled for final scoring. If members of the evaluating team have questions or require verification regarding the application, they will notify the grant contact person to provide the requested supplemental information.

Each applicant awarded funds will participate in at least one status report during the project year and an end of year report/meeting. Second year funding will be contingent on showing progress towards completing grant benchmarks set in the application process.

Funds are made available on a reimbursement basis. Each applicant awarded funds will receive instructions for receiving such funds in the approval award letter.

**Questions can be directed to:**

Tessa Lazor, Leadership & Professional Development, [Tessa.lazor@careertech.ok.gov](mailto:Tessa.lazor@careertech.ok.gov) 405.743.5155 or Jordan Duck, Federal Programs, [jordan.duck@careertech.ok.gov](mailto:jordan.duck@careertech.ok.gov) 405.743.5401

**GRANT SCORING RUBRIC –** **Innovative Strategies for Recruitment and Retention (ISRR) – HSTW, TCTW, & Other:** Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

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| --- | --- | --- | --- |
| **Select Goal # 1** | | | |
| 1. Teacher Collaboration — Provide teams of teachers with the training, time and support they need to work together to improve instruction. 2. Robust teacher induction programs for new teachers that covers the basics of Instructional strategies, Instructional Planning, Classroom Management and Classroom Assessment. 3. Increased planning, mentoring, and collaboration time for new teachers and mentor teachers. Coaching for administrators and mentoring instructors 4. Increased use of technology in learning initiatives and increased professional development for teachers focusing on innovative use of technology in instruction. 5. Application of school improvement models or strategies; including the implementation of specific strategies and best practices such as brain-based learning. 6. Peer review and mentorship programs, and other career development and advancement strategies. 7. Providing Professional development methods that could increase retention and recruitment; examples of professional development are listed below:    1. Flipped classroom or moving content to online learning.    2. Journaling with purpose [learning how to self-evaluate what you have done]    3. Getting to know your students and how that affects differentiating lessons. | | | |
| **Plan Criteria** | **Level 3 Meets All Criteria** | **Level 2 Meets Some Criteria** | **Level 1 Meets Few or No Criteria** |
| **Required**  **Goal #1**  Provide a brief descriptive summary of the actions your school/institution plans to complete during the grant period. | The applicant completely addresses all areas of the required goal: (10-8) | The applicant partially addresses some or all areas of the required goal: (7-4) | The applicant inadequately addresses some or all areas of the required goal: (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Required**  **Goal #1**  Describe what your school/institute-on has or is currently doing to address the selected goal. | The applicant completely addresses what the school is doing currently in the areas of the goal; (10-8) | The applicant partially addresses what the school is doing currently in the areas of the goal; (7-4) | The applicant inadequately addresses  what the school is doing currently in the areas of the goal; (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Required**  **Goal #1**  Explain the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. | The applicant completely explains the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. (10-8) | The applicant partially explains the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. (7-4) | The applicant inadequately explains the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Required**  **Goal #1**  Provide a timeline for the implementation of the above strategies. | The applicant completely addresses the timeline for the implementation of the above strategies for all areas of the required goal: (10-8) | The applicant partially addresses the timeline for the implementation of the above strategies for all areas of the required goal: (7-4) | The applicant inadequately addresses the timeline for the implementation of the above strategies for all areas of the required goal: (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Subtotal goal # 1 (40)** |  |  |  |
| **Select Goal # 2** | | | |
| 1. Teacher Collaboration — Provide teams of teachers with the training, time and support they need to work together to improve instruction. 2. Robust teacher induction programs for new teachers that covers the basics of Instructional strategies, Instructional Planning, Classroom Management and Classroom Assessment. 3. Increased planning, mentoring, and collaboration time for new teachers and mentor teachers. Coaching for administrators and mentoring instructors 4. Increased use of technology in learning initiatives and increased professional development for teachers focusing on innovative use of technology in instruction. 5. Application of school improvement models or strategies; including the implementation of specific strategies and best practices such as brain-based learning. 6. Peer review and mentorship programs, and other career development and advancement strategies. 7. Providing Professional development methods that could increase retention and recruitment; examples of professional development are listed below:    1. Flipped classroom or moving content to online learning.    2. Journaling with purpose [learning how to self-evaluate what you have done]   Getting to know your students and how that affects differentiating lessons. | | | |
| **Plan Criteria** | **Level 3 Meets All Criteria** | **Level 2 Meets Some Criteria** | **Level 1 Meets Few or No Criteria** |
| **Required**  **Goal #2**  Provide a brief descriptive summary of the actions your school/institution plans to complete during the grant period. | The applicant completely addresses all areas of the required goal: (10-8) | The applicant partially addresses some or all areas of the required goal: (7-4) | The applicant inadequately addresses some or all areas of the required goal: (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Required**  **Goal #2**  Describe what your school/institute-on has or is currently doing to address the selected goal. | The applicant completely addresses what the school is doing currently in the areas of the goal; (10-8) | The applicant partially addresses what the school is doing currently in the areas of the goal; (7-4) | The applicant inadequately addresses  what the school is doing currently in the areas of the goal; (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Required**  **Goal #2**  Explain the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. | The applicant completely explains the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. (10-8) | The applicant partially explains the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. (7-4) | The applicant inadequately explains the new innovative and/or improved policy, curriculum, professional development or other generalized support and delivery method that addresses the selected goal and how it directly or indirectly supports Recruitment and Retention of CTE instructors. (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Required**  **Goal #2**  Provide a timeline for the implementation of the above strategies. | The applicant completely addresses the timeline for the implementation of the above strategies for all areas of the required goal: (10-8) | The applicant partially addresses the timeline for the implementation of the above strategies for all areas of the required goal: (7-4) | The applicant inadequately addresses the timeline for the implementation of the above strategies for all areas of the required goal: (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Subtotal Goal # 2 (40)** |  |  |  |
| Evaluation Plan  Each applicant will be required to provide a continuous improvement plan. | The applicant completely evaluation of all areas of the required goals: (10-8) | The applicant partially addresses evaluation of all areas of the required goals: (7-4) | The applicant inadequately addresses evaluation of all areas of the required goals: (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| Data Collection Points  Each applicant will include data that will be collected | The applicant completely identifies data to be collected for areas of the required goals: (10-8) | The applicant partially identifies data to be collected for all areas of the required goals: (7-4) | The applicant inadequately identifies data to be collected for all areas of the required goals: (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| Benchmark Measures  Each applicant will include benchmark student achievement, monitor, and revise the implementation | The applicant completely addresses benchmark measures areas of the required goals: (10-8) | The applicant partially addresses benchmark measures all areas of the required goals: (7-4) | The applicant inadequately addresses benchmark measures for all areas of the required goals: (3-0) |
| **Total (10)** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| Budget Narrative | The budget narrative itemizes expenses in detail and provides calculations. The budget is reasonable and cost effective. Budget and budget narrative are aligned. (15-11) | The budget narrative provides a general explanation of expenses and provides calculations. The budget is reasonable and cost effective. Budget and budget narrative are aligned. (10-6) | The budget narrative does not provide an explanation of expenses. Budget and budget narrative are not aligned. (5-0) |
| **15 Points** | **CATEGORY TOTAL** | **CATEGORY TOTAL** | **CATEGORY TOTAL** |
| **Subtotal evaluation, data collection, benchmarks, and budget narrative (45)** |  |  |  |
| **Subtotal Goal 1 (40)** |  |  |  |
| **Subtotal Goal 2 (40)** |  |  |  |
| **Final total (125)** |  |  |  |