Oklahoma Department of Career and Technology Education Perkins Innovation Grant

Innovative Strategies to Recruit and Retain CTE Instructors – HSTW & TCTW

Each Carl Perkins Innovation Grant Application is unique. Please read this entire document 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
- Eligible Applicants
- Application Outline
- Budget Restrictions and Notice Process
- Application Evaluation and Award
- Monitoring

Overview

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 using data to identify problems and develop plans to solve them. A tool, like strong school culture, is important to the recruitment and retention of CTE instructors in areas that meet local and state workforce needs. It is also important to embrace innovative methods to support CTE instructors through rigorous professional development, continuing education, and other strategies. At least 51% of funding must be spent on SREB services. **Secondary schools and technology centers applying for a grant serving secondary students must meet the $15,000 allocation requirement.* Technology centers and colleges applying for a grant serving post-secondary students must meet the $50,000 allocation requirement.**Funding for year two is contingent upon applicants showing progress towards goals.

*These grants are now open to rural schools not meeting the $15,000 minimum allocation requirement. For more information please visit our website.

Eligible applicants

Eligible applicants who successfully complete the 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 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.

Application Outline

Below outlines the sections of the Perkins Innovative Strategies to Recruit and Retain CTE Instructors – HSTW & TCTW grant application within the CTIMS online system. For more information on CTIMS see the Process section below.

Section 1: Funding Information

1.1 Does your school meet the minimum allocation requirement to stand alone as stated above?

If your school does not meet the minimum requirement, see the table below to determine maximum eligibility amounts.
$0 to $4,999 – Up to 25% of the maximum grant amount
$5,000 to $9,999 – Up to 50% of the maximum grant amount
$10,000 to $14,999 – Up to 75% of the maximum grant amount

1.2 Funding Request

- Please enter a funding request level for year one ($20,000 maximum)
- Please enter a funding request level for year two ($20,000 maximum)

1.3 Project Overview

- Please enter your project title.
- Provide a summary of the proposed project.

Section 2: Plan for Implementation

From the goal list below, select the goals your district/institution wishes to address and provide the information requested for each goal chosen.

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:
    a. Flipped classroom or moving content to online learning.
    b. Journaling with purpose [learning how to self-evaluate what you have done]
    c. Getting to know your students and how that affects differentiating lessons.

Goal Selection 1:
Check the box next to the goal number you have selected and will address in your answers below:

- Provide a brief descriptive summary of the actions your school/institution plans to complete during the grant period.
- Describe what your school/institution has or is currently doing to address the selected goal.
- 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.
- Provide a timeline for the implementation of the above strategies.

Goal Selection 2:
Check the box next to the goal number you have selected and will address in your answers below:

- Provide a brief descriptive summary of the actions your school/institution plans to complete during the grant period.
- Describe what your school/institution has or is currently doing to address the selected goal.
- 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.
- Provide a timeline for the implementation of the above strategies.

Any Additional Goals Selected:
Check the box next to the goal number you have selected and will address in your answers below:

- Provide a brief descriptive summary of the actions your school/institution plans to complete during the grant period.
- Describe what your school/institution has or is currently doing to address the selected goal.
- 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.
- Provide a timeline for the implementation of the above strategies.

Section 3: 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.

- Shortly describe the overall goal of the project.
- Please list the grant's top objective.
    - Data Measure 1.1
    - Data Measure 2.1
    - Data Measure 3.1
- Please list the grant's second objective
    - Data Measure 1.2
    - Data Measure 2.2
    - Data Measure 3.2
- Please list the grant's third objective
    - Data Measure 1.3
    - Data Measure 2.3
    - Data Measure 3.3

Section 4: 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
- Narrative section should include items being purchased both years. Expenses should be outlined by grant year.
- Funds may be used for professional development, conference registration, travel, supplies, curriculum, equipment, and any other allowable expenses necessary to carry out the intent of the grant.
- Funds must be spent according to Perkins allowable expenses.
- Budget spreadsheet should only include expenses for the current fiscal year.
- At least 51% of funding must be spent on SREB services.

Section 5: Key Personnel

Provide a chart listing of your key personnel that will fulfill grant responsibilities with name, job title, entity/organization, and role.

Budgeting Restrictions and Notices:

Equipment purchased with innovation grant funds will be surrendered to the ODCTE if such project no longer operates as awarded during the third year following the award.

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.

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

Process

To ensure a comprehensive and expedient review, applicants must submit their 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 in the help section of the Information management system. You can find them at the following here.
    - For help with CTIMS, contact the Information Management Division (IMD) at 405-743-5134 or email CTIMSSupport@careertech.ok.gov
- **Applications will open to new applicants on March 2, 2026 and close on May 6, 2026.**

Monitoring

Each applicant awarded funds will participate in the mid-cycle monitoring process during the project year and are subject to an end of year report/meeting. Second year funding will be contingent on showing progress towards completing grant benchmarks set in the application process.

Questions can be directed to:

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