Oklahoma Department of Career and Technology
Education Perkins Reserve Fund Innovation Funding
Supporting CTE Special Populations Grant Application

Each Perkins Reserve Fund 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 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

Many times special population students do not receive the extra support needed for success in the classroom or a successful transition to a technology center, postsecondary education/training, and/or employment. This grant can be used to help support Oklahoma career and technology education students who belong to a special population to explore career options and for transitional support into postsecondary education/training levels as well as employment.

Special Populations are defined in the Perkins V legislation as those students who fit any of the following categories: **Individuals with Disabilities, Individuals from Economically Disadvantaged Families, Individuals Preparing for Non-Traditional Fields, Single Parents, Including Single Pregnant Women, Out Of Workforce Individuals, English Learners, Homeless Individuals, Youth In or Aged Out of Foster Care System, and Youth with a Parent who is a member of the Armed Forces and on Active Duty.**

This grant can help schools implement transition programs and/or other support strategies to assist in the provision of transferable skill sets to students regarding the attainment of meaningful employment and becoming productive members of society. **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.** Successful applicants will receive two-year innovation funding for up to $50,000 each year. 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 Reserve 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 Reserve Fund Grant,
- Successfully completing the Reserve Fund Grant Application, and
- Documenting the human, financial, and time commitment required to meet the intent of the focused grant.

A partial listing of some possible strategies to help develop and maintain transition support for students:

- Better marketing materials
- Instructor training on how to differentiate instruction for Special Population students
- Recruitment strategies geared towards Special Population students
    - Interactive activities: tours for high school Special Population students including specific teacher/guidance counselor/staff that relate to the special population students enhancing the meaningful support of these students
- Exposure to other Special population individuals as role models
- Mentoring opportunities
- Field trip opportunities
- Job shadowing opportunities
- Curriculum/training for students
    - Self-advocacy, self-determination, and/or self-efficacy
- Recruitment plan, marketing plan, and/or transition plans for Special Population students
- Monthly workshops for support strategies for Special Population students
- Best practice "manual" for working with Special Population students

Application Outline

Below outlines the sections of the Supporting CTE Special Populations 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 ($50,000 maximum)
- Please enter a funding request level for year two ($50,000 maximum)

1.3 Project Overview

- Please enter your project title.

Please check all CTE populations you plan to support with funding:

Individuals with disabilities
Individuals from economically disadvantaged families
Individuals preparing for non-traditional fields
Single parents, including single pregnant women
Out of workforce individuals
English learners
Homeless individuals
Youth in or aged out of foster care system
Youth with a parent who is a member of the armed forces and on active duty

Implementation Goals

All entities must address at least two goals. The required goal and at least one optional goal must be addressed. The required goal is non-negotiable. The optional goal(s) can be of their own choosing.

Section 2: Required Goal

Each applicant will develop new, innovative, improved, and/or enhanced strategies/materials for transition support for students from Special Population categories.

Address each of the following areas pertaining to the required goal: (1-2 paragraphs for each bullet with the exception of the timeline)

- Describe what your school is doing currently to address the required goal.
- Explain the new innovative and/or improved structure, support and delivery method for the transition support strategies that will be used for these students.
- Provide a timeline for the implementation of the above strategies.
- Identify and describe how you will measure the effectiveness of the transition support strategies.

Section 3: Optional Goal(s)

The entity must also address at least one optional goal:

- Provide recruitment and retention support/program/activities for Special Population students.
- Build relationships and/or partnerships with education, community and/or business entities to further the academic/vocational success of Special Population students.
- Establish a mentoring or other specialized program for Special Population students to enhance job skills, academic skills, social skills, behavioral skills, and/or life skills.

Areas to be addressed for optional goal(s): (1-2 paragraphs for each bullet with the exception of the timeline and how you will measure the effectiveness)

- Describe what your school is doing currently to address the goal(s).
- Identify the new innovative strategies your school would take in addressing the chosen goal(s) or describe how your school would significantly strengthen and enhance the innovation of current strategies in place for chosen goal(s).
- Provide a timeline for the implementation of the above strategies.
- Identify and clarify how you will measure the effectiveness of these strategies.

Section 4: Sustainability Plan

Explain how your organization plans to provide support for the activities/actions outlined in the goal(s) section of the application after the fiscal period of the grant.

Section 5: Support of Academic, Technical, and/or Career Achievement

- Explain how these strategies support the academic, technical, and/or career achievement of the students. Identify and document these achievement measurements used in monitoring the impact and effectiveness of above strategies and how the results will be used for continuous improvement.
- Describe how implementation of the program will target various Special Population students, or various types of students within a single Special Population category to explore careers options.

Section 6: 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.

1. 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 7: Budget Narrative & Spreadsheet

- 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 instruction of students must be included in this section.
- Narrative section should include items being purchased both years. Expenses should be outlined by grant year.
- Budget spreadsheet should only include expenses for the current fiscal year.

Section 8: Key Personnel Chart

Provide a chart listing of your key personnel that will fulfill the grant responsibilities. List names, titles, organization, and a short description of the individual's involvement/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 also 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 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 may be directed to:

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