The following list of questions and responses reflects those received during the *CTE Revitalization – Application and Submission Process* webinar on September 1, 2015. Questions have been edited to eliminate redundancy and to improve clarity. Responses to other questions of general interest submitted to the Oregon Department of Education will be answered through the CTE Revitalization Grant listserv and added to this document. For further clarification please contact Tom Thompson at [tom.thompson@ode.state.or.us](mailto:tom.thompson@ode.state.or.us) or 503-947-5790.

**PREVIOUS GRANT RECIPIENTS**

**Q: If your district has been a previous recipient, does that diminish the chances of receiving a grant this year?**

The chances of a past recipient receiving funding is dependent on the quality of the proposal and how much it differs from a previous proposal. The CTE Revitalization Advisory Committee chose to keep the option open for previous recipients to qualify for a new grant. Previous recipients must make a case that the new proposal is not a continuation of the previous grant. See page 24 of the 2015 RFP for the required response. The Advisory Committee will weigh the request against their desire to make sure that grant distribution in Oregon is equitable.

**Q: Under what circumstances are applications disqualified from previous recipients? What criteria are used and who makes that decision?**

An application may be disqualified (not reviewed) if there are significant problems with the application sections, format, and submission described on pages 12 and 13 of the 2015 RFP. Reviewers will review all applications provided to them and will not be informed if an application is from a previous recipient. The Advisory Committee will be provided with the data about the applications including the scores from reviewers and the past recipient eligibility responses to make their recommendation about funding. The final decision about funding rests with the Deputy Superintendent.

**PARTNERSHIPS**

**Q: What is the approximate numbers of partners you recommend? Do you have a minimum or maximum? How many letters of commitment are needed?**

The number of partnerships will vary with the type of program and the size of the community. In some cases, a single partner such as a home builder association or an economic development organization may be a link to many more partners. There is no minimum or maximum number of partners, however, a letter of commitment is required for each partner you list in your proposal. Use the scoring guide to help you determine whether or not your partnerships seem appropriate in number and involvement.

**Q: Do you have any advice on multiple districts that would like to work together? Is this encouraged?**

The Advisory Committee is interested in seeing collaborative projects. Even though there is no set number of districts, there is probably a number that can be effectively managed within the duration of the project. The project is funded for approximately 18 months but you may want to think about district collaboration beyond that time too. Is there a reasonable number of districts that would demonstrate a proof of concept with intent to expand later?

**INTENT TO APPLY**

**Q: Must districts submit an intent to apply?**

No. The intent to apply is optional. We encourage districts to submit one so we can adequately plan for an appropriate number of reviewers, keep potential applicants informed about the application process, and monitor whether or not we are getting an appropriate geographic distribution.

**GRANT NARRATIVE & FORMAT**

**Q: Which part of the proposal are included in the 15 page limit?**

The 15 page limit only applies to sections within the Application Narrative. Sections B, C, G, H, I, J, K, and L in the Application Narrative are included in that limit. All remaining sections either have no limits or specific limits outside of the 15 pages.

**Q: Can charts in the narrative be single spaced?**

Charts can be single spaced for ease of reading. Charts should not replace all narrative except in the sections D, E, and F where you are asked to only use the charts provided.

**BUDGET**

**Q: Should we submit a budget that includes the summer of 2017 if we know that we'd like to have some summer programming or PD during that time?**

Yes. You will be asked to submit an update on planned summer 2017 activities by April 1, 2017 in order for ODE to set up the appropriate accounting processes.

**ELIGIBILTY**

**Q: Is there a good list of high demand/high wage jobs we can reference?**

Yes. The footnotes on page 16 of the RFP include several links to resources. The resource from the Oregon Employment Department provides statewide data consistent with the definition in the RFP. One of the other links provides contact information for regional organizations that might help provide information about high wage and high demand occupations in the region.

**Q: If two schools in a district apply as separate schools, can they each apply for up to $400,000?**

Yes. The limit is for each application. Keep in mind that the Advisory Committee intends to have equitable geographic distribution of funded projects. In order to accomplish that, the Advisory Committee may choose to limit the number of projects funded in a single district even though each is a high scoring application.

**EQUITY**

**Q: If our community and school have a low number of students of color, would our application be penalized?**

The CTE Revitalization Grant focuses on historically underserved students which include students experiencing poverty, students of color, students with disabilities, English language learners, and students in CTE programs that are nontraditional for their gender. The Advisory Committee wishes to provide historically underserved students with equitable access to CTE programs of study because those programs can be part of a pathway to economic prosperity. A proposal should describe intentional activities that will address the historically underserved students in the participating school(s) that help recruit, support, and retain those students in CTE pathways. The grant is focused on the explicit actions rather than student counts.

**USE OF FUNDS**

**Q: Is construction or remodeling on the funding exclusion list?**

No. The costs of construction and remodeling should be considered carefully when submitting the budget for your proposal. We have seen a number of projects experience significant cost overruns on items related to construction. We are now requiring that you provide evidence that the school, district, or ESD has involved appropriate professionals in estimating construction and remodeling costs.

**Q: How do Prevailing Wage Rate laws apply to CTE Revitalization Grant projects that involve construction and renovation?**

Resources related to Prevailing Wage Rate (PWR) law are available from the Bureaus of Labor and Industries (BOLI) at the following location:

<http://www.oregon.gov/boli/WHD/PWR/pages/w_pwr_pwrbk.aspx>

The resources describe what is covered under PWR law and what exemptions exist. For clarification please contact BOLI and/or work with district legal council. The Oregon Department of Education has no jurisdiction over PWR law other than our requirement that recipients work within appropriate national, state, and local laws.