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Funding Request
Career Technical Student Organization (CTSO)
Support Grants
August 2019

Bureau of Career Development

RFP Released: August 23, 2019

Bidders Webinar: September 4, 2019 9 AM EST

RFP Due Date: September 13, 2019 3 PM EST

Project Period: September 20, 2019 – September 21, 2020

New Hampshire Department of Education

Statement of Nondiscrimination

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above:

ADA/Title IX Coordinator: Christine Brennan, Deputy Commissioner

Section 504 Coordinator: Lisa Hatz, Director, Bureau of Vocational Rehabilitation

NH Department of Education
21 South Fruit Street, Suite 20
Concord, NH 03301
(603) 271-3471 (V/TTY)
1-800-299-1647
Lisa.Hatz@doe.nh.gov

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111
TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

NH Commission for Human Rights
2 Chenell Drive
Concord, NH 03301-8501
(603) 271-2767

REQUEST FOR PROPOSALS

Support Grants for Career and Technical Student Organizations

SUMMARY OF KEY INFORMATION

- Date RFP Released: August 23, 2019
- Bidders Webinar to Address Questions: September 4, 2019 9 am EST
- Date Proposals are Due: 3:00 PM, September 13, 2019
- Project Period: September 20, 2019 – September 21, 2020

Please use the application form at the end of this document, and submit by email in PDF format to jeffry.beard@doe.nh.gov.

Requests received after the deadline will not be accepted and returned to applicant. No changes to proposals will be allowed after the deadline. Verbal agreement or instructions from any other source are not authorized or binding to the State of New Hampshire, the New Hampshire Department of Education, or the Bureau of Career Development.

Background and Purpose:

Career and Technical Education Student Organizations, commonly referred to as CTSOs, are youth organizations designed to support students in career and technical education (CTE) programs. CTSOs are an integral part of CTE as they provide for students opportunities to develop the technical and leadership skills that will enable them to succeed in their career paths. CTSOs provide unique programs of career and leadership development, motivation and recognition for students, including co-curricular, service-learning and student leadership opportunities.

The New Hampshire Department of Education's Bureau of Career Development solicits proposals from state level chapters of recognized CTSOs.

Proposals must meet the following criteria:

- Include budget items, not to exceed \$20,000 for each eligible CTSO and proposal application to lessen the costs of attendance for CTSO members, at a minimum of two state level events including at least one leadership-oriented event.
- Include activities to increase student demonstration of technical skills to the general public.
- Include measurable outcomes to determine increased participation in activities funded by grants issued for winning proposals.

**Proposal Cover Sheet & Application
State of New Hampshire
CTSO Support Grants**

Applicant: _____

Project Manager: _____

Mailing Address: _____

Telephone: _____ **FAX:** _____

E-Mail Address: _____

Fiscal Agent: _____

Amount of Funds Applied for under grant: _____
(Not to exceed \$20,000.)

- Please check if General Assurances will have been signed and submitted for FY20 by July 1, 2019 for the Fiscal Agent listed above.

Project Manager's Signature

Date

Fiscal Agent's Signature

Date

Superintendent's Signature

Date

Proposal Application

Section One: Project Plan (40 Points)

Describe activities funded by this proposal to increase CTSO member participation in state level events, including leadership training, information sharing, and skills demonstrations. Include a description of the tools or instruments you will use to measure success (surveys, registration forms, etc....). Include the metrics you will use to show grant funds were used to increase CTSO member participation in state level events.

Section Two: Budget (40 Points)

Provide a detailed budget narrative, outlining the costs included in the budget. All costs must have details, including a justification and the cost breakdown.

Scoring Rubric

Project Plan

31-40	21-30	11-20	0-10
<p>Includes detailed description of activities to increase CTSO member participation in state level activities. Includes specific metrics to determine success of grant-funded activities, with a baseline metric and projected outcome. Includes details about tools or instruments used to collect data to determine success. Justification for activities outlines clear theory of action for activities.</p>	<p>Includes detailed description of activities to increase CTSO member participation in state level activities. Includes at least one specific metric to indicate success of grant-funded activities with a baseline metric and projected outcome. Includes details about tools or instruments used to collect data to indicate success.</p>	<p>Includes description of activities to increase CTSO member participation in state level activities. Includes at least one specific metric to indicate success of grant-funded activities</p>	<p>Includes description of activities to increase CTSO member participation in state level activities.</p>

Budget

31-40	21-30	11-20	0-10
<p>Budget includes detailed line items for each cost, including breakdowns of costs such as registrations and</p>	<p>Budget includes line items for each cost. Justifications connect costs with outcomes.</p>	<p>Budget is incomplete, without line items for each cost. Justifications do not clearly connect costs with outcomes.</p>	<p>Budget is incomplete, without line items for each cost. Justifications do not clearly connect costs with outcomes. Budget includes unallowable costs, such as individual student uniforms and promotional items.</p>