



REQUEST FOR APPLICATIONS

STEM WORKFORCE PATHWAYS TEACHERS GRANT

IMPORTANT INFORMATION

Purpose:	To support and enhance existing efforts throughout Nevada to provide high school students with the opportunity to progress toward an industry-recognized, high-demand, STEM postsecondary credential, certificate, or degree. To support and enhance existing efforts throughout Nevada to provide high school instructors with the professional learning and certifications necessary to teach high-demand STEM program areas.
Proposals Due:	Rolling
Funding Available:	Up to \$2,000 per applicant
Eligibility:	Eligible applicants for a STEM Workforce Pathways Teacher Grant are any licensed high school teacher in Nevada.
Website:	A Frequently Asked Questions document will be posted at http://osit.nv.gov . Please check the website regularly for updates.
Contact:	Brian Mitchell 775-687-0987 or blmitchell@gov.nv.gov



REQUEST FOR APPLICATIONS – STEM WORKFORCE PATHWAYS GRANT

GOVERNOR'S OFFICE OF SCIENCE, INNOVATION AND TECHNOLOGY

INTRODUCTION:

The Governor's Office of Science, Innovation and Technology (OSIT) of Nevada was established by the Legislature (NRS 223.600) to promote, coordinate and align education, workforce, and economic development and diversification efforts in the areas of science, innovation, and technology.

After being hit harder than any other state during the recession, Nevada's economy is growing. The State's economic development strategy has resulted in significant growth across a variety of industry sectors that require Nevada employees to have at least some training in Science, Technology, Engineering and Math (STEM). However, employers often encounter difficulty finding workers with the skills they require. A skilled workforce is critical to Nevada's continued economic development and diversification. Likewise, education and skills training help workers qualify for jobs that provide family-sustaining wages. A recent Brookings Institution report found that STEM jobs pay a wage premium of nearly 50% over non-STEM jobs requiring a similar level of education¹.

In an effort to enhance Nevada's workforce with in-demand, industry-recognized skills required by Nevada's growing STEM economy, OSIT invites applications for a STEM Workforce Pathways Grant. This grant program aligns with previous OSIT STEM Workforce Challenge Grants at the postsecondary level and builds a partnership with career and technical education at the Nevada Department of Education and in high schools in order to build pathways to rewarding STEM careers.

SECTION I: DESIRED OUTCOMES & TRAINING PROGRAM STRUCTURE

Purpose:

OSIT, through STEM Workforce Pathways Teachers Grants, seeks to provide the certification and training to instructors necessary for students in high school to earn industry-recognized, high-demand, STEM postsecondary credentials, certificates, or degrees. Funded applications:

- 1) Will result in high school students earning or making significant progress toward an industry-recognized, high-demand, STEM postsecondary credential, certificate, or degree and recognized as either qualified for employment or qualified for advanced studies at a postsecondary institution.
- 2) Will result in high quality instructors in programs that lead to industry-recognized, high-demand, STEM postsecondary credentials, certificates, or degrees.
- 3) Are aligned with present and future workforce needs in Nevada as identified by relevant labor market information (LMI).
- 4) Are sustainable after grant funds have been exhausted.

¹ Brookings Institution, *Cracking the Code on STEM*. 2014

http://www.brookings.edu/~media/Research/Files/Reports/2014/11/nevada-stem/BMPP_NevadaSTEM_full-report-web-final.pdf?la=en



Types of Programs:

Funds from a grant award must be used to support the professional development of teachers or instructors of programs that will train individuals for “middle-skills” STEM jobs requiring technical skills and postsecondary credentials below a bachelor’s degree. Middle-skills STEM jobs account for half of all STEM jobs and pay on average \$53,000². Training of teachers must result in increasing student completers receiving a STEM-related nationally recognized industry credential, certificate, or associate degree. Credentials and certificates should be found on the Nevada Eligible Industry Credentialing List.³ If the applicant proposes a certificate or credential that is not on the list, the applicant is required to provide additional detailed justification in the Work Plan for why the credential or certificate is preferred and also provide evidence of employer demand.

Eligible Uses of Funding:

Funding must be used for one-time professional development expenses, including classes and certification exam fees, for teachers resulting in the attainment of an industry-recognized credential or professional development program certificate in the industry sector and directly related to the high-demand program of study in which the teacher provides instruction.

Prohibited Uses of Funding:

Funding cannot be used for maintenance or on-going expenses, such as student tuition, salaries for instructors while taking a certification course, salaries for instructors while teaching the course, replacement equipment in existing programs, or consumables. Funding cannot be used to continue or maintain existing programs. Funding cannot be used to purchase equipment, computers, supplies, or other items used solely by adults, with the exception of expenses related to initial professional learning.

Targeted Industries:

In order to align workforce development efforts across the State and assist applicants create or expand programs that align with existing training efforts, OSIT has identified the following funding priorities:

Priority Industries:

- Cybersecurity

Other Eligible Industries:

- Advanced Manufacturing, healthcare, or IT

SECTION II: AWARD INFORMATION

Awards Process:

A competitive process will be used to distribute grants. All responses that meet the minimum requirements laid out below in Section IV will be scored by a review team selected by OSIT. Respondents are required to include a detailed scope of work and a detailed budget in their responses to this Request for Applications (RFA). OSIT reserves the right to determine the number of awards for each grant cycle, based on funds available and projects selected.

² Ibid.

³ <http://gov.nv.gov/uploadedFiles/govnvgov/Content/OWINN/NV-Eligible-Credentials-List.pdf>



Spending Timeframes:

All funding received from the state must be spent by June 30, 2019. All awardees are required to submit progress reports on project activities, including training, program completion, and employment results throughout the entire length of the reporting period, regardless of when state funds are spent. Please see the Reporting Requirements section below for more details.

SECTION III: ELIGIBILITY INFORMATION

Eligible applicants for a STEM Workforce Challenge Grant are any public school district or charter school in Nevada.

SECTION IV: APPLICATION & SUBMISSION INFORMATION

A comprehensive, well-written application provides all the information necessary for a complete evaluation. The OSIT review committee will use the rubric located in Attachment A to evaluate applications. A complete application will include the following four components listed below and described later in greater detail. Each section inside the grant should include headings and subheadings:

- 1) Cover Sheet
- 2) Project Abstract;
- 3) Project Narrative; and
- 4) Budget Plan.

Incomplete applications or applications that did not follow the submission requirements, including the formatting requirements described in detail below, as of the filing deadline, will be disqualified and will not be scored for STEM Workforce Challenge Grant consideration.

1. Cover Sheet (Pass/Fail)

Format: The cover sheet must not exceed one (1) page, use Times New Roman 12-point font, is not included in the 10-page narrative limitation and must contain the following information:

- **Contact Information**
Full name, title, mailing and physical address, daytime & evening phone, email address

2. Project Abstract (Pass/Fail)

Format: The Project Abstract must not exceed one (1) page, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper.

The project abstract must succinctly summarize the proposed project and should include:

1. A brief summary of the project;



2. Specific goals and expected results or outcomes;
3. How the project is unique and innovative;
4. Collaboration and partnerships; and
5. How the proposal meets OSIT's goals.

3. Budget Narrative & Budget Plan Detailed Spreadsheet (10 points possible)

Format: The budget narrative must not exceed one (1) page, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper. For the detailed budget spreadsheet, use the template located in Attachment B. The detailed budget spreadsheet does not have a page limit.

The applicant is required to submit a 1) budget narrative and a 2) budget plan.

- 1) The budget narrative must demonstrate a clear and strong relationship between the program's expenses and the program's goals and activities. The budget narrative should be detailed, reasonable and adequate, cost efficient, and should align with the proposed work plan. From the budget narrative, the reviewer should be able to assess how the budget expenditures relate directly to the goals of the program. The budget narrative does not count towards the 10 page limit of the Project Narrative.
- 2) The budget plan detailed spreadsheet should be completed in the template provided in Attachment B. Identify the training provider, the cost of the training, the cost of any certification examination, and any other costs associated with the project.

State grant funding must be spent on or before June 30, 2019.

4. Project Narrative (90 points possible)

Format: The Project Narrative must not exceed ten (10) pages, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper.

The following information must be contained within the Project Narrative. Please respond to each question below and number your response.

A. Needs Assessment (15 points possible)

- 1) Provide a clear and concise overview of the school or schools where the applicant teaches. What are the school(s)' demographics? What other STEM options do students have at the school? Why does the proposed school or schools need this program? What are the needs of the instructor?
- 2) Describe local employers' need for workers trained in the STEM field proposed by the grant. Use labor market data.

B. Work Plan (40 points possible)

Provide a detailed work plan with specific data and information that describes how the proposed project and grant activities address the needs identified in the Needs Assessment. In your work plan and impact analysis, please respond to each question below and number your response.



The **Work Plan** should include responses to each of the following elements:

- 1) The target STEM industry and occupation(s) the high-demand program of study will prepare students for.
- 2) The student population that will be impacted (traditional public school or adults pursuing high school equivalency) and the grade levels of participants.
- 3) An estimated number of students, by grade level, that will participate in the program of study, or the program's capacity.
- 4) A brief description of the class or program the instructor will teach that includes:
 - a. a brief description of the curriculum;
 - b. a brief description of the learning outcomes for students including what skills completers will have;
 - c. any prerequisites that students will be required to have before enrolling in the program;
 - d. the nationally recognized industry credential, certificate or degree program completers will receive at the conclusion of the program or the name of the credential, certificate or degree program students will work toward in high school and complete at a postsecondary institution shortly after high school graduation; and
 - e. the cost (if any) of the examination fee, how the fee will be paid, and where students will take the exam.
- 5) A list the certification(s) or professional learning course(s) that the applicant will complete, the name of the course provider, and a justification of why this certification or professional learning is needed to teach the class.
- 6) A timeline of when the applicant will complete the certification course and begin teaching the class to students.

C. Sustainment Plan and Institutional Capacity (20 points possible)

A significant component of the STEM Workforce Challenge Grant is creating training programs that can continue to provide instruction after grant funds have been exhausted. Each applicant must submit a letter from their administrator that provides assurance that the school will offer a program of study in a high-demand STEM career pathway, in the 2018-19 school year, which aligns to the applicants training plan described in this application.

D. Data Collection & Evaluation (15 points possible)

This section should include performance evaluation measures. As a reminder, data collection is not a performance measure but used in developing and evaluating the measure. Please describe each of the following individually:

- 1) Please describe how the success of the grant will be evaluated.
- 2) What data will be collected to measure the success of the program and how will it be shared with OSIT?

Submission Timeline and Instructions

Submit one (1) electronic copy of the application in a single pdf to:

Brian Mitchell
Governor's Office of Science, Innovation and Technology
blmitchell@gov.nv.gov



Tips & Common Pitfalls to Avoid

- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page.
- Use only whole dollar amounts.
- Observe page limits (any pages over the page limit will not be reviewed).
- Follow stated formatting guidelines.
- Respond to all sections of the application; ensure the thread that ties the application sections together are related.
- Supplanting - Grant funds may not be used to replace federal, state, or local funds that are currently being used or are forthcoming.
- Spell out acronyms at initial use. Eliminate jargon whenever possible.
- Do not assume reviewers are familiar with existing projects.
- Read the Request for Application (RFA) carefully.
- Use local statistics rather than national statistics.
- Submit applications early in case revisions need to be made.

SECTION V: AWARD ADMINISTRATION INFORMATION

Grant Review and Selection Process

Eligible applications are reviewed, evaluated, and competitively scored by a review committee using the scoring matrix located in Attachment A. Applications selected to receive a grant award will enter into an agreement with OSIT in compliance with the State of Nevada regulations. OSIT reserves the right to award all, part or none of the available grant funding during this grant round. In cases where the ranked applications may “tie”, OSIT reserves the right to consider Section B “Work Plan” scoring independently to determine placement.

To avoid disqualification, all application areas must be concise, complete and follow all formatting rules. Denial letters will be sent to applicants that are not funded.

Grant Commencement and Duration

Project implementation must be initiated within sixty days (60) after funding is awarded. Requests for an exception to this rule must be justified and submitted in writing within thirty days of award. At the discretion of OSIT, the grantee risks losing the award if the project does not commence as required.

All grant funding must be spent by June 30, 2019. Grantees must specify in their application the length of the proposed training program, if the initial training period will end after June 30, 2019 (see reporting requirements below). Projects must demonstrate sustainability beyond the initial reporting period. By submission of the grant application and acceptance of the award, the grantee is certifying its intention to continue and sustain the program beyond the initial grant implementation award. There is no expectation of funding beyond awarded grant funds.

Reimbursement Notice

The STEM Workforce Pathways Grant is a reimbursement grant. Grantees are expected to pay for expenses up front from their budgets and will be reimbursed for eligible expenses listed in the approved award budget after a review of the

expense request form and appropriate backup. Under certain limited circumstances, an advance of funds for specific, approved start-up costs may be requested by the grantee.

Fiscal Responsibilities

All recipients of funding are required to identify a fiscal agent if the grantee is not its own fiscal agent. All recipients of funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. All grant awards are subject to audits during and within three years after the grant award reporting period has concluded.

Reporting Requirements

All recipients of funding are required to submit quarterly fiscal reports, quarterly progress reports, and a final evaluation. Recipients have the option of submitting monthly reports in lieu of quarterly reports. The final evaluation is due within thirty (30) days after the conclusion of the reporting period. The reporting period is defined as the period of time from the day the grant is awarded to the conclusion of the training program for the first cohort of trainees. Grantees must specify the length of the program in their applications in order to calculate the reporting period. Grantees must continue to submit quarterly reports and a final evaluation even after all state funding has been spent. Fiscal reports must include an accounting of State funding that has been expended. The quarterly reports and final evaluation must include the performance measures proposed in the application. OSIT maintains the right to withhold payments if reporting requirements are not met in a timely and efficient manner.

Additional Information

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contracts (grant awards) will become null and void, without penalty to the state of Nevada.

All materials submitted regarding this application for OSIT funds becomes the property of the state of Nevada. Upon the funding of the project, the contents of the application will become contractual obligations.

Reconsiderations

Any applicant whose application has been filed according to the rules governing the grant process and who is aggrieved by the awards made pursuant to these rules may request reconsideration.

Submit requests for appeal to the OSIT within five days of the posting of the grant awards. Requests for reconsideration must be in writing and must clearly state how OSIT has erred in following the administrative rules governing the grant process or the procedure outlined in the program RFA. OSIT will schedule a public meeting to hear the reconsideration as expeditiously as possible so all funds can be distributed in a timely fashion, and a final decision will be rendered within 30 days subsequent to such meeting. Notice of the approval/denial of the appeal will be conducted by legal counsel. This procedure concludes the review process.

Bidding Process

The grantee must follow all applicable local, state and/or federal laws pertaining to the expenditure of funds. Proof of Invitation to Bid, contracts, and any other pertinent documentation must be retained by the grantee. Likewise, all local, state, and federal permits required for construction projects must be acquired by the grantee within 90 days after the contract is entered into.



Access for Persons with Disabilities

The grantee shall assure that persons with disabilities are not precluded from using OSIT grant funded facilities. Projects must meet requirements as set by the Americans with Disabilities Act.

Nondiscrimination

Projects funded with OSIT grant funds shall be available for public use, regardless of race, religion, gender, sexual orientation, age, disability, or national origin.

In any instance that the grant notice, award, rules, regulations, and procedures are silent – prior written approval is required.

Thank your interest in applying for STEM Workforce Challenge Grant funding. You will be contacted if further information is required. Do not begin your project or incur costs until you have received, signed and returned a grant award contract.



ATTACHMENT A: APPLICATION REVIEW INFORMATION

Each proposed project will be evaluated for inclusiveness and succinctness of their application using the scoring matrix below.

Evaluation Criteria	Maximum Points & Reviewer Score	Comments/ Recommendations
Cover Sheet and Abstract	Maximum Points: P/F Reviewer Score	Comments/Recommendations
Needs Assessment	Maximum Points: 14 Reviewer Score	Comments/Recommendations
Work Plan & Impact Analysis	Maximum Points: 40 Reviewer Score	Comments/Recommendations
Sustainment	Maximum Points: 20 Reviewer Score	Comments/Recommendations
Evaluation and Data Collection	Maximum Points: 10 Reviewer Score	Comments/Recommendations
Budget Plan	Maximum Points: 10 Reviewer Score	Comments/Recommendations



ATTACHMENT B: BUDGET TEMPLATE

Use the templates below. Please be specific and include as much line-item detail as is reasonably possible. Use this space to provide more specific justification for expenditures mentioned in the Budget Narrative. Break down cost categories such as “equipment,” “travel,” “salaries,” “training,” or “supplies” to individual components so that it is clearly understood how funding will be spent. For example, for travel, list costs for flights, hotel, per diem, and transportation. All program expenses should be accounted for.

Item	Quantity	Amount Paid with Grant Funds	Description/Justification