



STEM Skills Today  Workforce Tomorrow

**STATE OF UTAH**  
**DEPARTMENT OF WORKFORCE SERVICES**  
**Request for Grant Applications (RFG)**  
**STEMLink (Science, Technology, Engineering and Math)**  
**In School Grant**  
**Fiscal Year 2015**

**Funding Available**  
**for**  
**K-12 Public School Districts, Public Schools, and Charter Schools**

**Applications Due: June 27, 2014 at 5:00 PM**

**Applications must be submitted by email to Melisa Stark [mstark@utah.gov](mailto:mstark@utah.gov)**

Questions requesting clarification or interpretation of any section of this RFG should be directed to Melisa Stark [mstark@utah.gov](mailto:mstark@utah.gov) 801-628-4051. Last day questions will be accepted is Wednesday, June 18, 2014. Questions and answers will be posted on the DWS website at <http://jobs.utah.gov/edo/rfp.html> for all prospective applicants to view. Final questions will be posted by Monday, June 23, 2014.

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## General Information

### Introduction

STEMLink is a collaborative partnership between:

- The Department of Workforce Services (DWS)
- The STEM Action Center, and
- The Utah State Office of Education (USOE)

Science, technology, engineering and mathematics (STEM) education is becoming increasingly important in developing a well-qualified workforce. By assisting schools to help every child obtain in-demand skills, DWS, in partnership with the STEM Action Center and USOE, will help to break poverty cycles and prepare a talent pipeline for the workforce.

### Overview

This Grant will provide funding to public school districts, individual schools and charter schools to develop, implement or enhance STEM programs or STEM activities in the classroom. This may include Career and Technical Education (CTE) programs and Work-Based Learning (WBL) activities that are STEM based. This grant will focus on under-served youth and helping them to gain and apply STEM skills. This grant program will target those students who need the most help in gaining employable skills that will help them achieve financial independence. In turn these students will catalyze economic growth within their communities. By serving the student, this grant will ultimately benefit communities and businesses.

### Definition of STEM

For the purposes of this grant the definition of STEM will be a broad-based approach to teaching and learning that integrates the content and skills of science, technology, engineering, and mathematics and coupling them with real-world lessons, as students apply STEM in contexts that make connections between school, community and work enabling the development of STEM literacy and with it the ability to compete in the new economy. The ultimate goal of STEM education is to encourage students to take an interest in STEM subjects, careers and real world application at an early age. Projects may include but are not limited to preparing students for/exposing students to STEM Occupations defined by the U.S Department of Labor, CTE and WBL programs, as well as adding STEM activities to existing programs/curriculum.

### Minimum Qualifications

Applicants may be public school districts, public schools and charter schools.

## Period of Performance

The period of performance will begin with the date the project is approved by the STEMLink Oversight Committee and will end **June 30, 2015**.

## Funding

Total funding allocated for this Grant is \$1,000,000. Funding limits are set by the STEMLink Oversight Committee which has set a funding threshold of \$100,000 per project. The Oversight Committee reserves the right to award partial funding. Applicants requesting amounts over the \$100,000 threshold will be considered for approval by the committee on a case-by-case basis.

Funding will be distributed on a reimbursement basis, with outcomes being reported by the grantee on a quarterly basis. Grant monies awarded are state Job Growth Funds and are not subject to Federal OMB Circular regulations. **For projects awarded, all funds must be expended and purchases received by no later than June 30, 2015. Final invoices will be due no later than July 15, 2015.**

## Contracting and Monitoring

DWS will be responsible for contract development, oversight and monitoring for approved applications. DWS will monitor grantees to verify program outcomes and financial expenditures. Grantees will be responsible for submitting regular reports to DWS.

## Allowable Activities and Expenditures

- Developing, purchasing and/or delivering new STEM curricula
- Incorporating STEM skills/activities into existing educational programs/classes
- The development, enhancement, and implementation of STEM career pathway programs to include developing and implementing articulation agreements with technical and community colleges and universities.
- Designing interim and stackable credentials to accelerate and increase credential attainment
- Staff Development through train-the-trainer, professional development, internships
- Teacher stipends to support program/curriculum development and professional development
- Developing and implementing Registered Apprenticeship and pre-apprenticeship programs, or collaboration with existing programs
- Purchasing classroom supplies, equipment (any single component that is more than \$5,000.00 with the useful life of longer than one year) and/or educational technologies that will contribute to the implementation or expansion of STEM activities,
- Altering or renovating facilities that are used for education and training and related activities that are needed to implement STEM activities in a program
- Mentoring for underserved youth

- Enhance STEM career development and WBL: apprenticeships, career fairs, camps, competitions, work experiences, field trips, guest speakers, job shadows, school-based enterprises, student internships
  - Work experience and internships are defined as a planned, structured learning experience that takes place in a workplace for a limited period of time, and may be paid or unpaid. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act (FLSA), exists.
    - For a work experience or internship that supports training, applicants will need to describe how the work experience or internship is connected to and supports the education and training activities included in the grant. Grantees have flexibility in the design and implementation of work experience and internships, however they must meet the following parameters:
      - Provide an individual with monitored or supervised work or service experience in his or her expected career field where the individual has prescribed learning goals and reflects actively on what he or she is learning throughout the experience. These learning goals can include a) academic learning, career development, and skill development, and b) the attainment of credentials in the individual's expected career field
      - Are part of structured programs where the grantee established the criteria for determining who will participate in these programs
      - Are for a set period of time
      - Relate to STEM activities provided through the grant, and help participants prepare for employment opportunities
      - May or may not carry an offer of regular employment upon successful completion of the internship

## **Additional Resources for Information**

**STEMLink**

<http://jobs.utah.gov/department/stem.html>

**STEM Action Center**

<http://stem.utah.gov/>

**U.S. Department of Education**

<http://www.ed.gov/stem>

**Industry Competency Models and Career Clusters**

<http://www.careeronestop.org/CompetencyModel/>

## Application & Award Processes

### Timeline

- **Pre-Proposal Orientation Meetings:**
  - In Person: Thursday, May 15, 2014 at 9:00 a.m.
    - Utah Department of Workforce Services  
1385 S State St, Salt Lake City, UT Rm 157 A & B
  - Webinar: Thursday, May 15, 2014 at 2:00 pm
    - Please register for STEMLink Bidders Meeting:  
<https://attendee.gotowebinar.com/register/2031956120073824769>
    - After registering, you will receive a confirmation email containing information about joining the webinar and/or calling in.
- **Last Day for Questions:** Wednesday, June 18, 2014, at 5:00 PM. Questions and answers will be published by June 23, 2014 on the DWS website <http://jobs.utah.gov/edo/rfp.html>.
- **Applications Due: June 27, 2014 at 5:00 PM.** Applications must be submitted via email to: [mstark@utah.gov](mailto:mstark@utah.gov). Applications received after the deadline will be disqualified.
- **Award Notification:** mid-August
- **Grant Agreements Terminate:** June 30, 2015

### Questions

Questions requesting clarification or interpretation of any section of this RFG should be directed to Melisa Stark [mstark@utah.gov](mailto:mstark@utah.gov) 801-628-4051. Last day questions will be accepted is Wednesday, June 18, 2014. Questions and answers will be posted on the DWS website at <http://jobs.utah.gov/edo/rfp.html> for all prospective applicants to view. Final questions will be posted by Monday, June 23, 2014.

### Formatting

Proposals must be formatted with Calibri 12 point font, 8.5 x 11 inch pages with one-inch margins. Page limits for the Abstract and Technical Proposal Narrative are specified below.

## Application Components

*Proposals must include the following. Any materials submitted beyond the page limits will not be read.*

### 1. Grant Application Signature Sheet

### 2. Abstract – Not to exceed two pages, single-spaced, single sided

The applicant must provide an abstract, which must not exceed two pages and must include the following information: (1) summary of the proposed project, including applicant name; (2) project title; (3) key partners; (4) identification of the county or counties to be served, (5) projected outcomes; and (6) funding level requested.

### 3. Technical Proposal Narrative – Not to exceed 10 pages, single-spaced, single sided

The Technical Proposal must demonstrate the applicant's capability to implement the grant project in accordance with the provisions of this RFG. The Technical Proposal is limited to 10 single-spaced single-sided 8.5 x 11 inch pages with Calibri 12 point font and one-inch margins. Applicants should number the Technical Proposal beginning with page number 1. Applications longer than 10 pages will not be reviewed.

## Evaluation & Award

Submitted applications will be screened prior to their submission to the STEMLink Grant Review Team to ensure they meet the minimum qualifications outlined in this RFP.

Proposals will be scored based on the following. Proposals must have a minimum score of 65 to be forwarded to the STEMLink Executive Committee for consideration.

- Program Scope – 50 points
- Project Outcomes – 10 points
- Underserved Youth – 10 points
- Project Budget – 10 points
- Project Timeline – 10 points
- Economic Environment of the School District – 10 points

The STEMLink Executive Committee, which provides final approval for all grants, is comprised of the Executive Director of DWS, the Chair of the STEM Action Center Board and the Superintendent of USOE, and oversees the funding and operations of the STEMLink program.

- The STEMLink Executive Committee is the sole committee to provide approvals for grant funding.
- The STEMLink Executive Committee may decide to approve, approve with conditions or deny applications.
- The STEMLink Executive Committee reserves the right to award grant funds equal to or less than the requested amounts.

## Instructions for Technical Proposal Narrative

1. Proposal must describe how the money will help develop programs that would create or expand STEM programs/activities in the classroom.
2. Proposal must describe the geographic region which it serves, include counties and schools impacted.
3. Proposal must identify grade level to be served.
4. Proposal must describe the student population to include the percentage of students that qualify to receive free or reduced lunch.
5. Proposal must describe how the applicants will reach out to and include those students that are currently receiving free or reduced lunch in STEM programs.
6. STEMLink strongly encourages partnerships with employers.

### I. **Program Scope (50 points)**

#### **Each application must clearly define the following:**

1. **Project Description** - Provide a clear and compelling description of the proposed STEM project. Clearly state the purpose for the funding. Identify the grade level of students to be served. Identify clear objectives of the proposed project
  - a. **If appropriate**, demonstrate how the proposed program leads to career pathways with linkage to existing and/or emerging programs of study to include secondary programs, post-secondary certificate programs, associate's degrees, and baccalaureate degrees. Include the industry recognized or stackable credentials that may be awarded.
2. **Collaboration and Partnership** – Describe how partners will be included in your project:
  - a. **Industry/Employers** – Employers may be actively engaged in the project and may contribute to many aspects of grant activities, such as identifying skills and competencies for curriculum development, equipment donations, instructors, funding, internships, access to laboratory facilities, or other WBL activities.

### II. **Economic Environment of the School District (10 points)**

Describe the general economic conditions of the geographic region that the district or school serves. Points will be awarded for economically depressed areas, and/or areas where the unemployment rate is higher than the State of Utah unemployment rate. Points will also be awarded for schools whose students have significant economic challenges.

III. **Underserved Youth (10 points)**

- a. Describe the process and components of the program that will be undertaken to serve underserved youth. Describe how the applicant plans to reach out to underserved youth and include them in this program.
- b. Describe the percentage of students in the school/school district that are on free and reduced lunch programs.

IV. **Project Outcomes (10 points)**

Deliverables/Outcomes may include curriculum, course materials, and articulation agreements developed or enhanced. Outcomes may include: number of participants served, number of participants completing WBL activities and number of participants who received a credential.

Applicants must provide projections for all outcome categories relevant to measuring the success or impact of the project.

V. **Budget (10 points)**

Using the budget template in Attachment B provide a budget for the project. Provide a budget narrative describing projected use of funds identified. Please identify funds being leveraged for the project (matching is not required).

VI. **Timeline (10 points)**

List the major project objectives, the expected date of completion for each objective, and the expected funding needed to complete each objective.