



REQUEST FOR APPLICATION (RFA)  
 KENTUCKY DEPARTMENT OF EDUCATION  
 BRANCH OF COLLEGE AND CAREER READINESS

**Biomedical Sciences Career Pathway  
 Sustainability Grant**

<p>RFA posted on          Monday, January 13, 2014</p> <p>RFA issued by          Office of Career and Technical Education          Kentucky Department of Education</p>	<p>Address Questions In Writing To:  <a href="mailto:KDERFP@education.ky.gov">KDERFP@education.ky.gov</a></p> <p>Deadline for Submission of Questions:          12:00 Noon (EST)  <b>Friday, February 14, 2014</b></p>
<p><b>Application Submission Deadline</b></p> <p><b>4:00 PM (EST)</b>  <b>Thursday, March 6, 2014</b></p>	<p>Submit Applications To:</p> <p>Kentucky Department of Education          1633 Capital Plaza Tower          500 Mero Street          Frankfort, KY 40601</p>
<p>Comments/Special Instructions:</p> <p>To be eligible for a <u>Biomedical Sciences Career Pathway Sustainability Grant</u>, the local Education Agency (LEA) must be a registered Project Lead The Way (PLTW) site (<a href="http://www.pltw.org">http://www.pltw.org</a>).</p> <ol style="list-style-type: none"> <li>1. Each school shall update a business plan (completion of the application components listed on page 3) for all PLTW Biomedical Sciences programs for a minimum duration of 5 years.</li> <li>2. Priority points are awarded to schools that are identified as “priority schools.” (10 points)</li> <li>3. KDE reserves the right to waive minor technical deficiencies.</li> </ol>	

**KENTUCKY DEPARTMENT OF EDUCATION  
Office of Career and Technical Education  
PLTW/Biomedical Sciences Career Pathway**

**Background**

Kentucky legislation provides funding to both the Council on Postsecondary Education and the Kentucky Department of Education to support Science, Technology, Engineering and Math (STEM) Education initiatives throughout the state. The high school PLTW **Biomedical Sciences** program has been identified as a STEM initiative for which funding is provided to establish and support this effort. This Request For Application (RFA) will allow local school districts to apply for a grant to sustain existing PLTW/Biomedical Sciences Career Pathway initiatives for secondary students to enter postsecondary related programs and related careers.

**Funding**

This grant will provide matching funds to local school districts from \$4,000 to \$15,000/school for sustainability of the Pathway.

If school districts choose to implement the PLTW/Biomedical Sciences Career Pathway in partnership with area technology centers or community/technical colleges, they may allocate a portion of the grant funds to these agencies. Such allocation must be reported to KDE.

If you have a question regarding the amount you are eligible to apply for, please send an email to the address on the cover.

**Allowable Use of Funds**

1. Laboratory equipment necessary for PLTW Biomedical Sciences Pathway instruction
2. Computers and/or computer upgrades
3. Computer software required by PLTW Biomedical Sciences
4. Laptop computer for the instructor
5. Travel expenses and registration fees for school counselors to attend the required PLTW Counselors Conference
6. Travel expenses and registration fees for teachers to attend the required PLTW Core Training(s)
7. Resources and professional development for integrating biomedical sciences activities in the curriculum.
8. Biomedical Sciences related instructional materials and equipment

**General Requirements**

1. Teacher Availability/Certification -- Applicant must have available or be willing to hire qualified teachers with proper certifications to teach PLTW Biomedical Sciences Courses at the high school level.
2. High School Program -- Applicant must commit to implementing the PLTW Biomedical Sciences four (4) course sequence.
3. Instructional space for the high school laboratory should be a **minimum of 1700 square feet.**
4. **Applicant must have a current PLTW STEM Agreement.**

5. All high school programs will be required to have an affiliated HOSA – future health professional chapter.
6. Schools will provide annual student information through PLTW’s systemic evaluation process.
7. Schools will use, administer, track results of the PLTW End-of-Course assessments.
8. Schools will send the Accountability report (attached) to KDE (on or before June 30).
9. If GTT is offered at the Middle School level, KDE recommends adding Medical Detectives as a course.

### Application Components

**The following should be included in the application. Failure to include any of the components below may deem your application non-responsive. Applications deemed non-responsive will not move forward in the evaluation process.**

- a. An overall program growth plan with annual growth percentages defined. The plan shall provide a thorough description of how students with differences in race, ethnicity, social class and gender will be recruited to the PLTW/Biomedical Sciences classes and how continuous guidance and advising will be provided to ensure student success and academic achievement. The plan must also address how parents will be informed and included in this process.
- b. A thorough description of how the biomedical sciences career pathway is established in the school district to support the K-12 students. The plan must also outline and discuss all postsecondary agreements that may lead to course articulations and/or dual credit through various biomedical sciences career pathways.
- c. A thorough description of reasonable measures the school district will take to follow and ensure the progress of each of the PLTW Biomedical Sciences students throughout the student’s participation in the program.
- d. A description of how local business partners support the PLTW Biomedical Sciences program in terms of concept, implementation, finances, sustainability, and student success.
- e. Descriptions of how the applicant will continue the PLTW Biomedical Sciences program beyond state grant funding.
- f. A description of the degree to which program objectives are to be met, specific methods and criteria used for evaluation to include evaluation of EOC assessments scores, and the assessment used to determine that outcomes are met.
- g. Timeline of PLTW Biomedical Sciences activities to include the formation of an Advisory Board (Partnership Team) and the development of a HOSA-future health professionals chapter associated with the pathway
- h. Budget summary form
- i. Budget narrative detailing expenses in the budget summary form

### Formatting Requirements

1. Pages limits are
  - a. Narrative (application component 2 items a, b, c, d, e, f listed above) – 4 pages
  - b. Timeline (application component 2 item g listed above) – 1 page
  - c. Budget Summary Form – 1 page
  - d. Budget Narrative – 1 page
2. All pages should be single-sided.

3. Text should be in Arial 12 point font and be double-spaced. Do not use condensed or narrow versions.
  - Text contained within **charts/graphs** should be Arial 10 point font.
  - Bullets may be single-spaced; however, they should not be used excessively.
4. All pages of the application should have side and top margins of one inch.
5. The original and all copies should be secured using only clips, staples, or rubber bands. Do not bind them or place them in notebooks.

### Intent to Apply

In order to secure an adequate number of grant reviewers, please submit an email no later than **Friday, February 7, 2014** to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) if you intend to submit an application. You should include the district name, contact name, address, e-mail and phone number. This letter is for planning purposes only and does not obligate you to submit an application.

### Submission of Application

The Kentucky Department of Education must receive the application by 4:00 P.M. (EST) **Thursday, March 6, 2014**. Applications received after this time and date will be deemed non-responsive. All applications must be mailed or hand delivered. Please label the original, each copy and the CD with **Biomedical Sciences RFA**. Hand-delivered copies **MUST** be delivered to the Capitol Plaza Tower (Room 1632), 500 Mero Street, Frankfort, KY 40601.

The following must be submitted to the Kentucky Department of Education:

1. One (1) original with original signatures in ink. **The signature of the superintendent must be notarized with a raised seal.** If a circumstance arises in which the superintendent is unavailable to sign, please contact KDE at [kderfp@education.ky.gov](mailto:kderfp@education.ky.gov) for further instruction. A designee's signature will not be accepted without prior approval from KDE.
2. Five (5) exact copies of the original. Copies must be blinded (all identifying information such as names, school names and districts, etc. blacked out).

If you are hand-delivering your application, please allow 60 minutes for parking and security checks. You will need to present a photo ID in the visitors lobby for entrance. Please inform the lobby receptionist that you need to deliver the package to the KDE Procurement office, room 1633.

If you are mailing your application, please allow adequate time for the application to be received by the KDE Procurement Office by the deadline. Applications postmarked before the submission deadline but not received by the submission deadline will be deemed non-responsive.

The applicant is responsible for ensuring that ALL pages of the application submitted are in both the original application and the copies.

Within five business days of the deadline (applications are not opened prior to the deadline), KDE will provide notification of receipt of the application to the program contact identified on the application cover. Applicants that have not received a notice from KDE within five business days of sending their applications are responsible for contacting KDE confirming the receipt of their application.

### Evaluation of Application

A committee consisting of persons knowledgeable in the grant description will review applications based on the extent to which the following criteria are met. The Kentucky Department of Education

reserves the right to consider demographic and programmatic diversity as factors in the selection of applications and to negotiate the budget with funded applicants.

\*In order for an applicant to receive funding:

- Score sheets are tallied by the evaluators, priority points are assigned by KDE personnel, then schools are rank-ordered (highest to lowest).
- District awards are dependent upon the rank score as well as available money.
- The application must receive a minimum score of 70% (priority points not considered in percentage) overall **AND** a minimum score of 17 points for #5 – Sustainability - listed below.

\*Ties will be broken based upon the average score of sustainability section.

Description	Possible Points
PLTW/ Biomedical Sciences Career Pathway Grant Application/Business Plan: <b>[Scored by Reviewers]</b>	80
<ol style="list-style-type: none"> <li>1. Student Recruitment Plan – (Section = 10 points) Applicant must provide an overall program growth plan with annual growth percentages defined. The plan shall provide a thorough description of how students with differences in race, ethnicity, social class and gender will be recruited to Project Lead The Way/Biomedical Sciences classes and how continuous guidance and advising will be provided to ensure student success and academic achievement. The plan must also address how parents will be informed and included in this process.</li> <li>2. PLTW Biomedical Sciences Career Pathway Plan – (Section = 10 points) Applicant shall provide a thorough description of how the Biomedical Sciences pathway is established in the school district to support K-12 students. The plan must also address all postsecondary agreements that may lead to course articulations and/or dual credit through various Biomedical Sciences career pathways.</li> <li>3. Student Progress – (Section = 10 points) Applicant must provide a thorough description of reasonable measures the school district will take to follow and ensure the progress of each of the PLTW Biomedical Sciences students throughout the student’s participation in the program to include the assessment and evaluation of student success through the EOC.</li> <li>4. Business Partnership Team – (Section = 10 points) Applicant must describe how local business partners support the PLTW Biomedical Sciences program in terms of concept, implementation, finances, sustainability, and student success.</li> <li>5. Sustainability – (Section = 25 points) Applicant must describe a plan for continuing the program beyond the grant with state and local funding sources.</li> <li>6. Evaluation – (Section = 10 points) Applicant must describe the degree to which program objectives are to be met, specific methods and criteria used for evaluation, and the assessment used to determine that outcomes are met to include mention of the EOC.</li> <li>7. Timeline of PLTW Biomedical Sciences activities to include implementing a chapter of HOSA- future health professionals. (Section = 5 points)</li> </ol>	
Budget: <b>[Scored by Reviewers]</b>	20
<ol style="list-style-type: none"> <li>1. Budget Summary Form – (Section = 10 points) Applicant must clearly delineate costs to be met by the funding (use form on page 8).</li> <li>2. Budget Narrative – (Section = 10 points) Applicant must thoroughly describe how grant funds will be utilized to support all aspects of the PLTW Biomedical Sciences program. Provide further detail of items listed in the budget summary form.</li> </ol>	
Priority Points: <b>[Assigned by KDE]</b>	15
<ol style="list-style-type: none"> <li>1. Priority points are awarded to schools that are identified as “priority schools.” (10 points)</li> </ol>	

**Kentucky Department of Education**  
**Office of Career and Technical Education**  
**PLTW Biomedical Sciences Career Pathway Sustainability Grant**  
**Application**

Please check the level of sustainability, adding the:

\_\_\_2<sup>nd</sup> Course      \_\_\_3<sup>rd</sup> Course      \_\_\_4<sup>th</sup> Course      \_\_\_ Internship/Certification Course

Funding Amount (See Proposed Budget Summary Form):      \$ \_\_\_\_\_

District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Project Director: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

I assure the attached application has been reviewed and approved for implementation by all stakeholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the PLTW Biomedical Sciences Career Pathway Grant. Failure to do so could impact future funding.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires

Notary seal

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires

Notary seal

**KENTUCKY DEPARTMENT OF EDUCATION  
BRANCH OF COLLEGE AND CAREER READINESS  
ASSURANCES FOR PLTW/Biomedical Sciences CAREER PATHWAY  
SUSTAINABILITY GRANT AWARD**

The applicant agrees that if funds are made available through the PLTW Biomedical Sciences Career Pathway Grant Award Program:

1. Instructional space for high school laboratory should be a minimum of 1700 square feet.
2. Schools will provide annual student information through PLTW's systemic evaluation process.
3. School will use all PLTW End-Of-Course assessments.
4. Fiscal and property management control, and fund accounting procedures are in place and operational with the Accountability Report to KDE on or before June 30.
5. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan.
6. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
7. All grant funds must be incurred and expended prior to June 30, 2014.
8. That an affiliated Health Science Students of America (HOSA) chapter is made available for students.

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date



## Proposed Budget Summary Form

Explanation of Expenditures	Grant Amount	Match (In kind) Amount
Laboratory equipment necessary for PLTW Biomedical Sciences Pathway instruction		
Computers and/or computer upgrades		
Computer software required by PLTW Biomedical Sciences		
Laptop computer for the instructor		
Travel expenses and registration fees for school counselors to attend the required PLTW Counselors Conference		
Travel expenses and registration fees for teachers to attend the required PLTW Core Training(s)		
Resources and professional development for integrating biomedical sciences activities in the curriculum.		
Biomedical Sciences related instructional materials and equipment		
<b>Total Amount Requested</b>	<b>\$</b>	<b>\$</b>

**\*Estimated Costs based on 2012-2013 Purchase Manual attached as a reference for purchases.**

***\*Teacher salaries are not an allowable expense; yet, a stipend for attendance at summer Core Training for Teachers is an allowable expense using the munis code 0113.***

**PLTW/BIOMEDICAL SCIENCES  
COURSE AND TEACHER CERTIFICATION PERMISSIONS**

	Life Sciences	Biology	Occupational Based Teaching Certificate – Biomedical Sciences
Principles of Biomedical Sciences	X	X	X
Human Body Systems	X	X	X
Medical Interventions	X	X	X
Medical Innovations	X	X	X

**ADDITIONAL PLTW BIOMEDICAL SCIENCES FUNDING SOURCES**

Funds

1. Perkins
2. GEAR UP II
3. State Technology Funds
4. Title I--Professional Development Funds for Districts in need of Improvement
5. Title VA
6. Title VI
7. Business and Industry Contributions
8. Local Government Contributions

**ACCOUNTABILITY FORM TO BE COMPLETED AND SUBMITTED TO KDE ON OR BEFORE JUNE 30.**