



Work-Based Learning Initiative  
SY2018-19  
Requests for Applications  
College and Career Readiness Bureau

## Contents

Work-Based Learning Initiative SY2018-19 .....	1
Application Timeline .....	2
Application Instructions .....	2
1. Contact information.....	3
2. Application Narrative .....	4
3. Budget .....	7
4. Assurances .....	9
5. Appendix A: Application Review Rubric .....	<u>16</u>

### Work-Based Learning Initiative – SY2018-19

New Mexico’s Public Education Department (PED) is requesting proposals for the New Mexico Work-Based Learning Initiative (WBLI). Local Education Agencies (LEAs) eligible to apply are public school districts, state directed charter schools and Regional Education Cooperatives (RECs). The initiative is a partnership with the Department of Workforce Solutions, business and industry stakeholders, and New Mexico employers committed to providing hands-on learning in a work environment.

The PED’s College and Career Readiness Bureau (CCRB) is dedicated to providing public school students with an educational foundation that takes them from primary school through secondary and postsecondary studies, and encouraging exploration and achievement in academic, career and technical education. Integration of academic foundations and work ready skills prepares our students for the rigorous demands of college and career. It is the educational development of our students upon which the economic development of New Mexico continues to depend.

The WBLI is a school-to-career program where students receive career exploration guidance, learn work-ready skills, and take assessments in school that are aligned to the needs of employers in careers of their choice. Students are guided into work-based learning experiences where they learn on-the-job skills that lead them to postsecondary institutions and eventually into a professional career.

To qualify for funding to support the WBLI, applicants must adhere to the criteria and assurances to follow in this application. To be compliant with EDGAR § 76.301, an LEA receiving funds shall have on file with the State a general application that meets the requirements of Section 4442 of the General Education Provisions Act.

This grant welcomes applications that request up to \$50,000.00 for SY2018-19. An additional \$10,000.00 may be requested for nontraditional programs of study with embedded work-based

learning experiences. The funding may be used to pay a portion of a salary, curriculum development or purchase, outreach to employers, career awareness activities for students, and curriculum alignment. All expenditures must be compliant with the [Uniform Grant Guidance 2 CFR 200](#), as indicated on the Assurances Signature Forms found at the end of this application.

### **Application Timeline**

Release of Application.....	September 4, 2018
Rolling Deadline to Submit Application.....	October 15, 2018, then semi-monthly thereafter until all funds are committed.
Award Notification.....	Rolling
Annual Report Submission Due.....	June 30, 2019

### **Application Instructions**

The Work-Based Learning Initiative funding provided by this application is intended to increase high school graduation rates by enhancing the quality and quantity of work-based learning experiences offered to students. Work-based learning experiences will be enhanced by developing relationships with employers and developing and enhancing a sequenced program of study that focuses on basic employability skills and career readiness preparation.

Each applicant must complete the following items:

1. Contact information
2. Application Narrative
3. Budget
4. Assurances
5. Rubric
6. Application Submission-when complete, scan all documents, including signed assurances, and email the application to :  
[Kim.johnson4@state.nm.us](mailto:Kim.johnson4@state.nm.us)

**NO NEED TO MAIL A HARD COPY OF THIS APPLICATION.**

**Application for Work-Based Learning Initiative Funds**  
**SY 2018-19**

**1. Contact information:**

Date: \_\_\_\_\_

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

\_\_\_\_\_ Address of District Office \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Name of District Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Name of educational site(s) to be served through this application.

\_\_\_\_\_ Address of school site(s) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

## **2. APPLICATION NARRATIVE**

Instructions: Please answer the following questions as they pertain to your Work-Based Learning Initiative plan. Applications will be reviewed for overall quality and for inclusion of best practices components; see Appendix A for application rubric.

1. Describe the LEA's comprehensive three-year plan for a work-based learning program. Include the program structure, program staffing, materials/services needed (if any), and accommodations for special populations.
  - a. Indicate the scope of the program:
    - i. What types of work-based learning activities will be implemented?
    - ii. What is the timeline and scope of activities for the next three years? An indicator of sustainability is a well-formed plan for scalability of impact and sequencing of work-based learning activities. How will the program be differentiated and sequenced for grades 9<sup>th</sup>-12<sup>th</sup>?
    - iii. Discuss the continuum of work-based learning experiences that students will experience, including career fairs, job shadowing, guest speakers, internships, and apprenticeships. Explain how students will move through this continuum and the target group for each activity. Which activities will be whole school and which will be more targeted?
    - iv. What is the goal for student impact? How many students will participate in each activity? Does this look different for each year of the three-year plan? How will you address traditionally underserved populations?
  - b. Learning Model: a best practice of work-based learning programs is dedicated time for participating students to learn work-readiness skills in preparation for internships (e.g. resume writing/interviewing skills) and for current interns to reflect on lessons learned and growth. This may be a dedicated class or an advisory type model. Describe the plan for supporting students during a structured class or advisory period.
    - i. How will this support be different across grade levels?
    - ii. What will pre-internship support look like?
    - iii. How will students participating in internships be supported?
  - c. WBLI Curriculum: Indicate and describe the work-based learning curriculum that will support the WBLI program.
    - i. Indicate the name and type of curriculum to be used.
    - ii. Will the curriculum will be purchased or created in-house by school or district staff?
    - iii. Indicate if this is a new or existing curriculum.
  - d. WBLI Integration: Indicate current and/or proposed CTE programs of study that will be participating in the WBLI. Include descriptions of the training experiences (classroom or on the job) and what industry-recognized certificates students will earn prior to graduation.

- e. NM DASH alignment: The WBLI must align with the school's comprehensive strategic plan/90 Day Dash and LEA's plan as reported in NM DASH.
  - i. Indicate which focus areas are addressed in the NM DASH plan and describe how the WBLI will support the LEA's plans.
  - ii. Describe the key actions that school and district leadership will take to implement and align the WBLI with the NM DASH plan.
  - iii. Consider the past three years of the school's grade, and describe the trend. Include how the WBLI will align with and support the NM DASH and the any other school-wide school improvement plans, with a specific focus on improving school grades.
2. Describe the intended outcomes of the WBLI.
  - a. How will the program effect positive change and growth for the school, district, community, and workforce?
  - b. Include specifics about the changes in school culture, adult behavior and/or student achievement outcomes that you expect to see as a result of implementing the WBLI plan.
3. The WBLI requires that the LEA have an Internship/Pre-Apprenticeship Coordinator. Any individual with a bachelor's degree and a license that permits them to work with children is eligible.
  - a. Describe who will be filling this role in the LEA.
  - b. Include whether this will be a new-hire or existing staff member.
  - c. Describe the coordinator's schedule and expected work duties. A requirement of funding is that the coordinator's role includes a flexible work schedule, in order to ensure that the WBLI coordinator can network with business and industry and develop potential work-based learning sites and partnerships.
  - d. Indicate whether grant funds will be used to fund this position.
4. List potential and/or existing business/industry partners who will support the WBLI, including through providing internships, as guest speakers, job shadowing and/or externships for teachers. Attach letters of support with the completed application.
5. List postsecondary institutions that will partner with the LEA and what their roles and responsibilities will be in support of the WBLI. Include letters of support or MOUs with the application.
6. Describe the LEA's plan for stakeholder engagement, including tribal groups, community members, students, parents, and workforce and industry.
  - a. Indicate how stakeholders were engaged in the creation of the WBLI plan. Which stakeholder groups were engaged, how they were engaged, and the outcome of the engagement? Describe how the initial plan developed after receiving feedback from stakeholders.

- b. Indicate how the LEA will sustain ongoing stakeholder engagement throughout the initiative. Be specific about the ways in which school and district leadership and the work-based learning coordinator will include stakeholders in the program.
  
- 7. Depending upon ongoing funding, the NM PED plans to commit to funding selected LEAs for three years. Describe the LEA’s sustainability plan for the initiative after funding ceases in 2021.
  - a. Include a plan for how funding might be used to ensure sustainability and maximum impact.
  - b. What additional support from workforce, community, and the local LEA will be used to fund this initiative?
  
- 8. **Nontraditional funding opportunity:** An additional funding source will be available for WBLIs supporting nontraditional programs of study. Nontraditional occupations are defined as occupations in which individuals from one gender comprise less than 25% of individuals employed in the occupation. Based on workforce data, certain CTE courses and pathways have been designated as nontraditional occupations. See the chart below for examples of nontraditional careers.
  - a. Indicate which nontraditional pathway the school is currently implementing or will be implementing in the SY2019-20.
  - b. Additional programs of study/occupations that are not listed below may be considered if the occupation is considered nontraditional. Please indicate which pathway(s) the LEA would like to include and the rationale.
  - c. Describe the LEA’s plan for increasing nontraditional student participation and completion of pathways and internships in nontraditional occupations. Explain the ways in which the nontraditional funding opportunity would be used to support this programming.

Nontraditional Occupations for Males	Nontraditional Occupations for Females
Early education teachers Dental assistant Occupational therapist Registered nurse Cleaning professional Paralegal Massage therapist Social worker	Heavy equipment operator Automotive technician Electrician Welder Firefighter Engineer Police officer Computer technicians

For additional occupations, see [Department of Labor: Traditional and Nontraditional Occupations](#)

3. Budget

**New Mexico Public Education Department  
College and Career Readiness  
Work-Based Learning Initiative**

**Budget**

**Program Funding Approved/Disapproved**  
Application Manger: \_\_\_\_\_  
Date: \_\_\_\_\_  Approved  Disapproved

NOTE: This budget form must contain details of all expenses to be paid with awarded funds for activities implemented for the Work-Based Learning Initiative (WBLI) in the grant year. The purpose of this budget sheet is to capture proposed expenditures. An example could be professional development, conference attendance, etc.

**Applicant Name:** \_\_\_\_\_

**Total Budget Requested: \$** \_\_\_\_\_

ITEM	CODE	EXPLANATION	ITEM TOTALS
<b>Salaries:</b> Includes anticipated expenditures for salaries or personnel performing <u>direct services</u> for a project. Salaries may not be paid on any contract in excess of that which has been paid to the person in performance of their regular responsibilities and/or a salary commensurate with that received by a person for similar responsibilities. Include name, job title, total salary and percentage of time devoted to the project activity.			(Use Enter key to expand cells below.)
<b>Professional Salaries</b>	0.110	Type your detailed information in these areas for each budget item. Information should be entered in list format rather than paragraph format.	\$
<b>Secretarial/ Clerical</b>	0.140		\$
<b>Other Salaries</b>	0.150		\$
TOTAL SALARIES:			\$
<b>Benefits:</b> An itemized breakdown of fringe benefit costs must be included for each staff member. Fringe benefits are considered as those additional to regular salary, which are received by all employees. They will generally include such items as insurance (life and health), retirement, and social security.			
<b>Employee Benefits</b>	0.200		\$
TOTAL BENEFITS:			\$
<b>Purchased Services:</b> Expenditures include anticipated expenditures for services rendered by a company, person or other educational agency or institution that are not available within the capabilities of the participating agency. Individuals performing contractual services are eligible to receive consulting fees and per diem at prevailing state rates. Any equipment rented for use during the term of the contract is considered a contractual service. Consultant travel should be itemized under this category. Professional development registration fees are included in this item.			
<b>Purchased Services</b>	0.300		\$
TOTAL PURCHASED SERVICES:			\$
<b>Supplies and Materials:</b> Expenditures refer to a consumable item of which the item cost is less than \$5,000.00.			
<b>Supplies/Materials</b>	0.400		\$
TOTAL SUPPLIES & MATERIALS:			\$

ITEM	CODE	EXPLANATION	ITEM TOTALS
<p><b>Travel:</b> Itemize all anticipated project staff travel using prevailing state rates or the applicant's agency rate, whichever is lower; include mileage, per diem, lodging, estimated tolls and parking for named travelers, including title of traveler. No out-of-state travel is authorized unless approved as part of the original application and only if it has a direct relationship to the stated WBLI.</p>			
Travel	0.500		\$
			TOTAL TRAVEL: \$
<p><b>Equipment</b> is defined as an article of tangible property having a useful life of more than one year and a unit cost of \$5,000.00 or more. All equipment assets should be itemized so that the CCR staff is aware of the types required and their respective use to accomplish the objectives of the project. Equipment cost may include postage and/or transportation fees, but may not include any <u>handling fees</u> or surcharges made by the grantee. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials. Form for prior approval, PED Equipment Over \$5,000 Approval must be submitted prior to encumbering funds.</p>			
Equipment	0.700		\$
			TOTAL EQUIPMENT: \$
			PROGRAM TOTAL: \$



## WBLI Assurances Signature Form

### 4. Assurances

*Submit this Signed Assurances letter.*

The **DISTRICT/INSTITUTION NAME HERE** assures that the following have been included as part of the application and that it will abide by each requirement. Superintendents and Principals initials required after each assurance.

- A. School will **designate a staff member, or hire a staff member, to be the Work-Based Learning Coordinator**, who will work directly with students and employers to fill internship/ pre-apprenticeship positions. \_\_\_\_\_ (initials) \_\_\_\_\_ (initials)
- B. Coordinator will have a **work schedule** that permits regular site-visits to potential WBL sites, current employers, and other businesses partners, and attendance at **professional development and networking opportunities**. \_\_\_\_\_ (initials) \_\_\_\_\_ (initials)
- C. School will commit to **participating for three-years**. \_\_\_\_\_ (initials) \_\_\_\_\_ (initials)
- D. School must agree to enter into a **Memorandum of Understanding (MOU)** with the NMPED & DWS that requires the site Work-Based Learning Coordinator to participate in technical assistance visits and professional development opportunities offered by the state-level work-based learning coordinator.
- E. School must agree to enter into **MOUs** with various employers. The MOU should have a specific **Scope of Work** and describe the roles and responsibilities between all entities involved, including school administration, business owners, students, and other employers. Partnerships shall include:
  - meaningful work-based learning experiences in alignment with student pathways; and  
\_\_\_\_\_ (initials) \_\_\_\_\_ (initials)
- F. Commit to **ongoing stakeholder engagement** with community, student, and workforce including employer input/feedback into curriculum modification for CTE courses that prepare students for WBLI experiences. \_\_\_\_\_ (initials) \_\_\_\_\_ (initials)
- G. Work-Based Learning Coordinator must provide to the PED an **annual report due before June 30 of each year**. \_\_\_\_\_ (initials) \_\_\_\_\_ (initials)
- H. Evidence of tribal consultation to meet the goals of **Indian Education Act (IEA) 22-23A NMSA 1978 Article 23A** including documentation of tribal consultation submitted annually to the department. \_\_\_\_\_ (initials) \_\_\_\_\_ (initials)

*I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that I am authorized to submit this application. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable State laws and regulations, application guidelines, and instructions and that the requested budget amounts are necessary for the implementation of this project. It is assured that, if awarded, such funds will be utilized in accordance with the New Mexico procurement code. It is understood that this application constitutes a proposal and, if accepted by the New Mexico Public Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood that immediate written notice will be provided to the Application Manager if at any time the applicant learns that its certification was erroneous by reason of changed circumstances.*

As the duly authorized representative of the applicant, I hereby certify that the information herein is true and correct and the applicant will comply with the above certifications and assurances.

Superintendent/Director

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal Signature/Leader Signature

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

---

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND  
DRUG-FREE WORKPLACE REQUIREMENTS**

---

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

---

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

---

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No.3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check  if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT (Principal or Superintendent)	PR/AWARD NUMBER AND /OR PROJECT NAME
SIGNATURE	DATE

ED 80-0013

12/98

OMB Approval No. 0348-0040

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

---

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

### **PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

---

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of

environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological

and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

<b>Name of Superintendent/designee :</b>	<b>Signature of Superintendent/designee:</b>
NAME OF APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

**IT IS ASSURED AND UNDERSTOOD THAT:**

- Brochures and other printed materials paid for, in whole or in part, with Carl D. Perkins funds will carry a statement indicating the funding source. Brochures and other small documents must carry the statement: “The contents of this publication were developed with funds from the Carl D. Perkins Act.” Other publications such as reports, films, video clips, etc. must carry the statement: “The contents of this publication were developed under a grant from the US Department of Education (Carl D. Perkins Act). However, the contents do not necessarily represent the policy of the Department of Education.” (EDGAR 75.620)
- Perkins funds will not be used to supplant program activities or services being funded with State and local funds.
- Funds will not be used to acquire equipment (including computer software) that results in direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such organization.
- Provisions will be made to provide equal access to programs and opportunities for all students who desire to participate in career-technical services, programs, and activities regardless of race, color, national origin, sex, disability, or age.
- The recipient is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension,” and the recipient will not contract with a subcontractor that is debarred or suspended.
- The applicant agrees to report and disaggregate Performance Data by these categories: 1) Gender; 2) Ethnicity (American Indian or Alaska Native, Asian or Pacific Islander, Black-Non Hispanic, Hispanic, White-Non-Hispanic), and 3) Special Populations (Individuals with Disabilities, Economically Disadvantaged, Single Parents, Displaced Homemakers, Other Educational Barriers (if applicable), Limited English Proficient and Nontraditional Enrollees).

<b>Name of Superintendent/designee:</b>	<b>Signature of Superintendent/designee:</b>
NAME OF APPLICANT ORGANIZATION	DATE SUBMITTED

### 5. Appendix A: Application Review Rubric

Application Criteria	Excellent	Adequate	Needs Improvement
Scope of the program (1.a.i)	Describes the types of work-based activities (WBA) that will be implemented, including details such as the names of employer-partners, resources/services that the employers will provide (e.g., providing internships, as guest speakers, job shadowing or externships for teachers), duties the students will be expected to perform, skills & attitudes the students will be expected to learn and the classes these skills may align with, WBA employer training (if any), the schedule of the WBA (times & days students will work) and how it will fit into the school day/week/year, plan for student transportation to and from the WBA, amounts students will be paid (either hourly or one-time stipend)	Describes the types of work-based activities (WBA) that will be implemented, including details such as names of potential employers that the school will be contacting and services/resources they will be asked to provide (e.g., providing internships, as guest speakers, job shadowing or externships for teachers), potential activities students may be assigned at each work location, skills & attitudes the students will be expected to learn and which classes these skills align with, a sample schedule of the WBA (times & days students will work) and how it will fit into the school day/week/year, a proposed plan for student transportation to and from the WBA, proposed amounts students will be paid (either hourly or one-time stipend)	Describes the types of work-based activities (WBA) that will be implemented, but does <b>not</b> include details. Application does not include amounts students will be paid.
Sustainability & Impact (1.a.ii, iii, & iv)	The application indicates plans for the WBLI to expand each year, in terms of the number of employers, the number of students involved, and the number/types of activities. The application indicates the goal for the number of students who will participate in each activity over the three year grant period. The application describes plans to incorporate students in grades 9-12.	The application indicates plans for the WBLI to expand each year, in terms of the number of employers, the number of students involved, and the number/types of activities. The application indicates the goal for the number of students who will participate in each activity over the three year grant period. The application describes plans to incorporate students from grades 10-12.	The application does not include plans to expand WBLI. The application does <b>not</b> indicate the goal for the number of students who will participate in each activity over the three year grant period.

Application Criteria	Excellent	Adequate	Needs Improvement
WBLI Learning Model/Curriculum (1.b & 1.c)	The application names/describes the curriculum that will be used, including details such as if the curriculum is purchased or created in-house, and if it is a new or existing curriculum. The description also includes how students will be supported before and during their internships. The application indicates there is at least one CTSO WBLI participants will be encouraged to join. Program will use curricula that is vertically aligned (differentiated and sequenced) for grades 9-12.	The application names/describes the curriculum that will be used, including details such as if the curriculum is purchased or created in-house, and if it is a new or existing curriculum. The description also includes how students will be supported before and during their internships. The application indicates there is at least one CTSO WBLI participants will be encouraged to join.	The application does not name/describe the curriculum that will be used nor does it include details about the curriculum. The application does not describe how students will be supported before and during their internships.
WBLI integration into the LEA (1.d)	Application indicates the current and/or proposed CTE programs of study that will be participating in the WBLI. The application includes descriptions of the training experiences (classroom or on-the-job) and what industry-recognized certificates students will earn prior to graduation. Application describes core classes that will also be participating in/contributing to the WBLI.	Application indicates the current and/or proposed CTE programs of study that will be participating in the WBLI. The application includes descriptions of the training experiences (classroom or on-the-job) and what industry-recognized certificates students will earn prior to graduation.	The WBLI will be a stand-alone project.
Describe how the WBLI will be used to address a focus area within the school's NM DASH plan. (1.e)	Describes a plan to address chosen focus areas. Plan <b>uses data to support</b> planned critical actions and the ways in which the WBLI supports/augments the current NM DASH plan. Includes key indicators for success, <b>both benchmark and end-of-year</b> .	Describes a plan to address chosen focus areas. Plan describes critical actions and the ways in which the WBLI supports/augments the current NM DASH plan. Includes key end-of-year indicators for success.	Does not adequately address one of the NM Dash focus areas.

Application Criteria	Excellent	Adequate	Needs Improvement
Describe how the creation of a work-based learning model will effect positive change and growth for the school, district, community, and workforce. (2a&b)	Fully addresses the question, including the program effects on the <b>community</b> and district. <b>Includes or references workforce aligned data</b> , to demonstrate how WBLI plan addresses community work needs. Includes specifics about the changes in school culture, adult behavior, and/or student achievement outcomes expected as a result of implementing WBLI.	Addresses how the program will affect the school and the workforce, but does not address how the program will change the district and/or the community. Includes specifics about the changes in school culture, adult behavior, and/or student achievement outcomes expected as a result of implementing WBLI.	Does not addresses how the program will effect both the school and the workforce.
The WBLI requires that the LEA have an Internship/Pre-Apprenticeship Coordinator. (3)	Application describes who will be filling this role in the LEA, including including required experience/education relevant to the position and whether this will be a new-hire or existing staff member. Application describes the coordinators expected work duties and indicates that the coordinator's schedule will be flexible and allow for both on and off-campus activities, including professional development and liaising with employers. Application indicates that the coordinator will be reimbursed for travel (e.g., mileage).	Application describes who will be filling this role in the LEA, including required experience/education relevant to the position and whether this will be a new-hire or existing staff member. Application describes the coordinators expected work duties and indicates that the coordinator's schedule will be flexible and allow for both on and off-campus activities, including professional development and liaising with employers.	Application indicates that the coordinator will be required to remain on campus most of the time. Application <b>does not</b> specify required experience (e.g., <b>workforce development, counseling degree</b> )
List potential and/or existing business/industry partners who will support the WBLI at your LEA. (4)	<b>Two</b> or more employer partners are listed and the specific resources/services are described; a partnership with the area Workforce Solutions/one-stop-shop is established; letters of support are included with the application.	One or more employer partners are listed and the specific resources/services that the employer will provide are described.	No partners are listed; specific resources/services are not described

Application Criteria	Excellent	Adequate	Needs Improvement
List any postsecondary institutions that will partner with the LEA and what their roles and responsibilities will be in support of the WBLI. (5)	Application lists at least one post-secondary institution partner. Letter of support or MOU is provided, which details the support offered by the postsecondary institution, including the roles and responsibilities.	Application lists at least one potential post-secondary institution partner and explains potential roles and responsibilities.	Application does not list a post-secondary institution <b>or</b> does not explain the roles and responsibilities
Commit to ongoing stakeholder engagement with tribal groups, community members, students, and workforce and industry. (6)	Application indicates which stakeholders were engaged in the creation of the WBLI plan and how they were engaged. Application describes how stakeholder impact is reflected in the initial plan after receiving feedback from stakeholders. Application explains methods of conducting ongoing stakeholder engagement, including strategies and the person(s) responsible for outreach, and intended targets for outreach. Methods of outreach are tailored to the intended target audience (e.g., format, language, etc.).	Application indicates which stakeholders were engaged in the creation of the WBLI plan, and how they were engaged. Application describes how stakeholder impact is reflected in the initial plan after receiving feedback from stakeholders. Application explains methods of conducting ongoing stakeholder engagement, including strategies and the person(s) responsible for outreach, and intended targets for outreach.	Application does not indicate which stakeholders were engaged in the creation of the WBLI plan or does not describe how stakeholder impact is reflected in the initial plan changed after receiving feedback from stakeholders. Application does not explain methods of conducting ongoing stakeholder engagement.
Describe the LEA's sustainability plan for the initiative after initial funding ceases in 2021. (7)	Application includes a plan for how funding might be used to ensure sustainability and maximum impact. Application includes a probable sustainability plan (e.g., funds from xxx will be used to continue the program). Application indicates support from LEA, community and workforce (both monetary and in kind) to continue the program.	Application includes a plan for how funding might be used to ensure sustainability and maximum impact. Application indicates support from LEA, community and workforce (both monetary and in kind) to continue the program.	Application includes an improbable sustainability plan or does not sufficiently address sustainability.

Application Criteria	Excellent	Adequate	Needs Improvement
Non-traditional focus (8)		The application indicates which nontraditional pathway(s) the school is currently implementing or will be implementing in SY2019-20. Pathways of study that are included as nontraditional are either listed on the WBLI RfA or the application includes a rationale for considering them nontraditional. The application describe the plan for increasing nontraditional student participation and completion of work-based learning experiences directly related to nontraditional occupations.	The application does not indicate which nontraditional pathway the school is currently implementing or will be implementing in SY2019-20 or does not include a rationale for considering programs not listed on the WBLI RfA as nontraditional. The application does not describe the plan for increasing nontraditional student participation and completion of work-based learning experiences directly related to nontraditional occupations.
Budget		Budget items are logical, necessary, and they support the overall WBLI plan. Items, services, professional development opportunities, and salaries listed in the narrative are reflected in the budget.	Budget items are not logical, necessary, or do not support the overall WBLI plan.
Assurances		Assurance page includes the LEA name, all items are initialed. Assurance page is signed.	Assurance page does not include the LEA name, all items are not initialed. Assurance page is not signed.