

## **OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**

### Competitive Technology Center Lottery Grant – FY26 (Third Round)

#### Request for Proposals (2025-2026)

**Purpose:**

The Oklahoma Department of Career and Technology Education (ODCTE) requests proposals from technology centers to implement and/or upgrade instructional and training technology to support: (1) innovative cutting-edge hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) instructor training aligned to occupations on the Oklahoma Employment Security Commission Top 100 Critical Occupations List (2022–2032).

All expenditures (including instructor training/professional development) must be directly related to the approved proposal. Curriculum purchases should support the proposed technology (including digital curriculum and assessments) and may not supplant existing curriculum expenditures.

Definition of technology: innovative processes, equipment, and software that enhance/advance instructional techniques or provide advanced interactive learning environments for students and clients (including business and industry).

Property: All equipment purchased with these funds becomes the sole property of the local school district and must remain at the technology center and in the specific CareerTech program for which it is awarded.

**Eligibility:** One proposal per technology center district.

**Alignment with Critical Occupations:**

Applicants must reference the attached OESC Critical Occupations List to identify which occupational areas qualify for this grant. Proposed projects and purchases should directly support and address the needs of the identified critical occupation(s) within the technology center's service area.

**Evaluation Overview:**

- **Content Criteria (80 points)** – Based on clarity, justification, instructional delivery, student/client success, budget, and required documentation.

- **Preference Criteria (20 points)** – Based on percentage of revenue received from ODCTE and rural designation using Oklahoma population guidelines.

*See Reviewer's Rubric for detailed scoring and preference point allocations.*

**Funding Availability:**

Total funding allocated: \$700,000

Awards: Seven (7) grants, up to \$100,000 each

Grant period: July 1, 2025 – June 30, 2026

**Key Dates:**

Proposal due (email): **November 14, 2025**

State Board approval & award notifications (anticipated): November 20, 2025

Goods/services received by: May 1, 2026

Reimbursement packet due: May 1, 2026

**Contacts:****General Information / Application**

Kim Downey, Administrative Assistant (405) 743-6831 [kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov)

Cori Gray, Director of Student Success (405) 743-5198 [cori.gray@careertech.ok.gov](mailto:cori.gray@careertech.ok.gov)

**Program-Specific Questions:**

Business Marketing & IT (BMITE): Mark Burch (405) 743-5121 [mark.burch@careertech.ok.gov](mailto:mark.burch@careertech.ok.gov)

Family & Consumer Sciences (FCS): Holly Hanan (405) 743-5465 [holly.hanan@careertech.ok.gov](mailto:holly.hanan@careertech.ok.gov)

Health Careers Education (HEALTH): Lara Morris (405) 743-5106 [lara.morris@careertech.ok.gov](mailto:lara.morris@careertech.ok.gov)

STEM (Interim): Cori Gray (405) 743-5196 [cori.gray@careertech.ok.gov](mailto:cori.gray@careertech.ok.gov)

Trade & Industrial Education (T&I): Renee Reed (405) 743-5145 [renee.reed@careertech.ok.gov](mailto:renee.reed@careertech.ok.gov)

Workforce and Economic Development (WED): Max McKnight (405) 743-5573 [max.mcknight@careertech.ok.gov](mailto:max.mcknight@careertech.ok.gov)

**Proposal Components:****1) Letter of Support & Sustainability**

- On technology center letterhead, signed by the superintendent.
- Confirms awareness of the application.
- Commits to support beyond the grant period.
- Explains how the center will sustain the project after Year 1.

**2) FY26 TC Competitive Proposal Application – Third Round (2025–2026)**

- Use the current ODCTE form. Do not alter the template (no font reduction, retyping, or old forms).
- Text fields are character-limited as specified.
- Sections include- Technology Description, Justification, Instructional Delivery, Student/Client Success.

**3) FY26 TC Budget Request Form (2025–2026) — Excel worksheet**

- Provide item descriptions, quantities, unit costs, and shipping/handling/installation (if applicable).
- Save as PDF for submission.
- You may insert additional rows as needed before saving the PDF.

**4) Supplemental Documentation (as needed)**

- Matching/Contributed Funds Letter: If total project cost exceeds \$100,000 or another entity will pay shipping/handling/installation, attach a PDF letter/email including the dollar amount (with itemization), entity name and contact, and agreement to pay.

**Budget Guidelines:****Shipping, Handling, and Installation**

- Included within the \$100,000 maximum and may not exceed 5% of the award (e.g.,  $\$100,000 \times 5\% = \$5,000$ ).
- If included in a vendor lump-sum quote, obtain and list itemized costs on the budget form.
- If covered by another entity, attach a PDF letter/email (see Supplemental Documentation).

**Matching/Contributed Funds**

- Awards are up to \$100,000; one grant per district.
- If the project budget exceeds \$100,000, attach the matching funds commitment letter/email as noted above.

**Unallowable Expenditures (non-exhaustive)**

- Gift cards
- Recurring costs (monthly data plans, service contracts, warranties)
- Stipends
- Travel not directly related to instructor training for the requested technology
- Salary supplements
- Conference registrations unrelated to the grant
- Professional development unrelated to the grant
- Consumables for existing programs when this would supplant regular school purchases
- Marketing materials (stickers, wraps, flyers, brochures, flags, promotional items)

**Travel Guidelines (when approved and directly related):**

- Reimbursed per state/federal rates at [www.gsa.gov](http://www.gsa.gov)
- Mileage at state/federal rate; lodging at state/federal government rate
- Only coach airfare is reimbursable

**Payment & Reimbursement:**

Payment will be made on a reimbursement basis. Goods/services must be received by **May 1, 2026**.

Submit by **May 1, 2026**, to Joanne Dewald [joanne.dewald@careertech.ok.gov](mailto:joanne.dewald@careertech.ok.gov)

- Request for reimbursement on school letterhead
- Paid vendor invoices with references matching the approved budget line items
- OCAS Detailed Expenditure Report for Project Code 469
- OCAS Summary Expenditure Report for Project Code 469

**Submission Instructions:**

Combine the completed application into one PDF in this order:

- 1) Letter of Support & Sustainability
- 2) FY26 TC Competitive Proposal Application – Third Round (2025–2026)
- 3) FY26 TC Budget Request Form (2025–2026)
- 4) Any required supplemental letters (e.g., Matching Funds commitment)

Email the single PDF to [tcslotterygrants@careertech.ok.gov](mailto:tcslotterygrants@careertech.ok.gov)

If you do not receive a confirmation email within 24 business hours, contact Kim Downey ([kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov)).

Deadline: Proposals must be received via email no later than November 14, 2025.

Compliance: Proposals may be disqualified if RFP procedures are not followed.

**Reviewer's Rubric (Total: 100 points)**

Category	Criteria	Description	Points
Content Criteria (80 points)	Technology Description	Clearly and thoroughly details the technology requested, including project size, scope, and implementation goals.	0–10
	Justification	Clearly identifies why the technology is requested and how it aligns with the program's long-term plan.	0–15
	Instructional Delivery	Defines instructional delivery mode, demonstrates potential to involve many students/clients across ages/demographics, and outlines long-term sustainability.	0–10
	Student/Client Success	Describes assessments, evaluations, and reporting tools relevant to the technology that appropriately measure success.	0–10
	Budget	Itemized on the FY26 TC Budget Request Form and meets all RFP requirements.	0–10
	Grammar & Punctuation	Correct format, grammar, and punctuation throughout proposal and budget.	0–10
	Letter of Support & Sustainability	Superintendent-signed letter on district letterhead; clearly states awareness, commitment beyond grant period, and plan to sustain the project.	0–5
Preference Criteria (20 points)	Revenue from State Funds	A higher state-funded percentage earns higher points. $\geq 50\% = 10$ 40–49% = 8 30–39% = 6 20–29% = 4 0–19% = 2	0–10
	Rural Designation	Oklahoma population guideline. Rural ( $\leq 25,000$ ) = 10 Small Community (25,001–50,000) = 8 Suburban (50,001–100,000) = 4 Urban ( $> 100,000$ ) = 0	0–10